



Government of **Western Australia**  
Mental Health Commission



# Data specifications and collection manual for AOD services

JUNE 2019





# Table of contents

Document Control	4
Document Details .....	4
Document Revision History .....	4
Introduction	5
Purpose.....	5
Scope.....	5
Contact Information .....	5
Abbreviations	6
File Requirements	7
File Naming Convention .....	7
Reference files	8
Australia Post postcodes .....	8
Australian Standard Classification of Drugs of Concern.....	8
Australian Standard Classification of Languages (ASCL) .....	8
Standard Australian Classification of Countries (SACC) .....	8
File Structures	9
Episode collection .....	9
Evaluation collection.....	10
Occasion collection .....	11
METeOR identifiers .....	11
Data quality edits.....	11
File Submissions	12
Timelines.....	12
File Transfer .....	12
Data Elements – Episode file	13
Agency Identifier.....	13
Client Identifier .....	14
Episode Identifier.....	15
Record Operation .....	16

Sex.....	17
Date of Birth .....	19
Country of Birth .....	20
Indigenous Status.....	21
Preferred Language .....	22
Suburb .....	23
Postcode .....	24
Marital Status .....	25
Accommodation.....	26
Lives With.....	28
Employment Status .....	29
Education Level.....	31
Client Type .....	32
Source of Referral .....	33
Date of commencement of treatment episode .....	35
Date of cessation of treatment episode .....	36
Reason for cessation of treatment episode.....	37
Treatment delivery setting .....	40
Method of use for principal drug of concern.....	42
Drug last injected.....	43
Principal drug of concern.....	44
Other drug of concern (1) .....	45
Other drug of concern (2) .....	46
Other drug of concern (3) .....	47
Other drug of concern (4) .....	48
Other drug of concern (5) .....	49
Main treatment type.....	50
Other Treatment Type (1).....	52
Other Treatment Type (2).....	53
Other Treatment Type (3).....	54
Other Treatment Type (4).....	55
Referred To .....	56
Diversion Referral ID .....	57
Diversion Referral ID (2).....	58
Diversion Referral ID (3).....	59

Diversion Referral ID (4).....	60
Diversion Referral Date .....	61
Diversion Extension Date .....	62
Diversion Sentenced Date.....	63
Diversion Drug Offence .....	64
SLK-Family Name .....	65
SLK-Given Name .....	66
Date Accuracy Indicator .....	67
Data Elements – Evaluation file	70
Agency Identifier.....	70
Client Identifier .....	71
Episode Identifier.....	72
Evaluation Date .....	73
Question 1: Have Used Primary Drug?.....	74
Question 2: Have Used Other Drug? .....	75
Question 3: Physical Health Condition.....	76
Question 4: Mental Health Condition .....	77
Question 5: Overall Quality of Relationships.....	78
Question 6: Is Confidence to reduce AOD use increased? .....	79
Question 7: Is Confidence to respond to AOD Issue increased? .....	80
Question 8: Overall Service Satisfaction.....	81
Data Elements – Occasion file	82
Agency Identifier.....	82
Client Identifier .....	83
Episode Identifier.....	84
Service Contact Date Time.....	85
Duration .....	86
Contact Type.....	87
Contact Method.....	89
Outcome.....	90
Location .....	91
Appendix 1 - Data quality edits	92

# Document Control

## Document Details

<b>Document Title</b>	Data specifications and collection manual for AOD services
<b>File Name</b>	MHC AOD data transfer Specification
<b>Version No.</b>	2.01
<b>Version Date</b>	11/06/2019

## Document Revision History

Version	Date	Author	Description
2.01	11/06/2019	MHC	<p>Edit quality checks added – 143, 144, 194, 263, 264</p> <p>Permissible value meanings updated</p> <ul style="list-style-type: none"><li>▪ Main treatment type (value 5 &amp; 6)</li><li>▪ Diversion Referral ID (CIR &amp; ODIR)</li></ul> <p>Meteor identifiers updated for data elements</p> <ul style="list-style-type: none"><li>▪ Indigenous status</li><li>▪ Postcode</li><li>▪ Treatment delivery setting</li><li>▪ Method of use for principal drug of concern</li><li>▪ Main treatment type</li><li>▪ Statistical linkage key (SLK)</li></ul> <p>Guide for use updated for data elements</p> <ul style="list-style-type: none"><li>▪ Indigenous status</li><li>▪ Treatment delivery setting (outreach)</li><li>▪ Main treatment type</li><li>▪ Diversion referral ID</li><li>▪ Question 2: Have Used Other Drug?</li><li>▪ Location</li></ul> <p>New reference files section added</p>
1.02	18/06/2018	MHC	Final – June 2018
1.01	14/05/2018	MHC	Draft

# Introduction

## Purpose

This manual presents definitions, specifications and guidelines for AOD organisations providing episode, evaluation and occasion data extracts to the Mental Health Commission (MHC). The episode, evaluation and occasion collections provide the MHC with the necessary information for local, state and national reporting requirements.

The episode collection, for example, enables the MHC to conform to the mandatory reporting to the Commonwealth i.e. Australian Institute of Health and Welfare (AIHW) and the [Alcohol and Other Drug Treatment Services National Minimum Data Set \(AODTS NMDS\)](#).

The evaluation and occasion collections assist with state reporting, including contract acquittal.

## Scope

All part or solely MHC funded government and non-government agencies that provide one or more specialist alcohol and other drug treatment services, whether residential or non-residential.

## Contact Information

The preferred contact method regarding the data collection and transfer specifications is via email to [Helpdesk.SIMS2@mhc.wa.gov.au](mailto:Helpdesk.SIMS2@mhc.wa.gov.au).

# Abbreviations

AAT	Alcohol Assessment and Treatment
ADSL	Alcohol and Drug Support Line
AIHW	Australian Institute of Health and Welfare
AOD	Alcohol and Other Drug
AODTS NMDS	Alcohol and Other Drug Treatment Services National Minimum Data Set
ASCL	Australian Standard Classification of Languages
ASDC	Australian Standard Classification of Drugs of Concern
CIR	Cannabis Intervention Requirement
CMS	Client Management System
CSV	Comma Separated Value
DCR	Drug Court Regime
ICMS	Integrated Court Management System
IDP	Indigenous Diversion Program
JJT	Juvenile Justice Team
METeOR	Metadata Online Registry
MHC	Mental Health Commission
MOU	Method Of Use
N/A	Not applicable
ODC	Other Drug of Concern
ODIR	Other Drug Intervention Requirement
PDOC	Principal Drug Of Concern
PFDSL	Parent and Family Drug Support Line
POP	Pre-sentence Opportunity Program
SACC	Standard Australian Classification of Countries
STIR	Supervised Treatment Intervention Regime
YPOP	Young Person's Opportunity Program
YSTIR	Youth Supervised Treatment Intervention Regime

# File Requirements

Each organisation **will be required to submit at a minimum two (2) files per agency identifier** for each reporting period, a file for the episode collection and a file for the evaluation collection.

Depending on service agreements with the MHC, a file for the occasion collection may also be required.

## File Naming Convention

Each file must be provided as a comma-delimited (CSV) file and named in the following format to ensure the distinction of different data collected:

Collection	Name Convention
Episode	[Agency ID]_[Agency Name]_EPISODE_ddmmyyyy.csv
Evaluation	[Agency ID]_[Agency Name]_EVALUATION_ddmmyyyy.csv
Occasion	[Agency ID]_[Agency Name]_OCCASION_ddmmyyyy.csv

Note that:

- [ddmmyyyy] denotes the date on which the extract was completed from the organisation's client management system (CMS)
- the words episode, evaluation and occasion within the file name must be supplied in capital letters
- Agency ID do not change for organisations, contact MHC for further information



# Reference files

## Australia Post postcodes

Australia Post maintains the list of all valid Australian postcodes:

- <http://auspost.com.au>

## Australian Standard Classification of Drugs of Concern

The current version is the Australian Standard Classification of Drugs of Concern, 2011. This is available from the ABS website.

- <http://www.abs.gov.au/ausstats/abs@.nsf/mf/1248.0>

## Australian Standard Classification of Languages (ASCL)

The current version is the Australian Standard Classification of Languages (ASCL), 2016. This is available from the ABS website.

- <http://www.abs.gov.au/ausstats/abs@.nsf/a866861f12e106e0ca256a38002791fa/4293e19b52ac5377ca25703e00045c2e!OpenDocument>

## Standard Australian Classification of Countries (SACC)

The current version is the Standard Classification of Countries (SACC), 2016. This is available from the ABS website.

- <http://www.abs.gov.au/ausstats/abs@.nsf/mf/1269.0>

# File Structures

The files provided must consist of CSV length records in the order specified for each collection. Data elements listed as 'not null' are mandatory fields (i.e. no blanks allowed). All records (rows) must have an agency identifier, client identifier and episode identifier to be valid. All files must relate to one agency identifier only and that agency identifier must be the same for each record within the file. If an organisation has multiple agencies then separate files are required for each unique agency identifier used.

To facilitate automation of loading the data, all mandatory files must be provided to the MHC each reporting period, even if one or more files contain no quantitative data. The first record in each file should be data (i.e. no headings are required).

The following tables outline the basic structure required for the episode, evaluation and occasion extract files, including the data item names, data types and data item order. The business rules governing the data items in each of these files are further described in the Data Elements section of this document.

## Episode collection

Field	Item	Nullable	Data type
<a href="#">A</a>	Agency identifier	No	Number
<a href="#">B</a>	Client identifier	No	String
<a href="#">C</a>	Episode identifier	No	Number
<a href="#">D</a>	Record operation	No	String
<a href="#">E</a>	Sex	No	Number
<a href="#">F</a>	Date of birth	No	Date
<a href="#">G</a>	Country of birth	No	Number
<a href="#">H</a>	Indigenous status	No	Number
<a href="#">I</a>	Preferred language	No	Number
<a href="#">J</a>	Suburb	No	String
<a href="#">K</a>	Postcode	No	Number
<a href="#">L</a>	Marital status	No	Number
<a href="#">M</a>	Accommodation	No	Number
<a href="#">N</a>	Lives with	No	Number
<a href="#">O</a>	Employment status	No	Number
<a href="#">P</a>	Education level	No	Number
<a href="#">Q</a>	Client type	No	Number
<a href="#">R</a>	Source of referral	No	Number
<a href="#">S</a>	Date of commencement of treatment episode	No	Date
<a href="#">T</a>	Date of cessation of treatment episode	Yes	Date
<a href="#">U</a>	Reason for cessation of treatment episode	No	Number
<a href="#">V</a>	Treatment delivery setting	No	Number

<a href="#">W</a>	Method of use for principal drug of concern	Yes	Number
<a href="#">X</a>	Drug last injected	Yes	Number
<a href="#">Y</a>	Principal drug of concern	Yes	Number
<a href="#">Z</a>	Other drug of concern (1)	Yes	Number
<a href="#">AA</a>	Other drug of concern (2)	Yes	Number
<a href="#">AB</a>	Other drug of concern (3)	Yes	Number
<a href="#">AC</a>	Other drug of concern (4)	Yes	Number
<a href="#">AD</a>	Other drug of concern (5)	Yes	Number
<a href="#">AE</a>	Main treatment type	No	Number
<a href="#">AF</a>	Other treatment type (1)	Yes	N/A
<a href="#">AG</a>	Other treatment type (2)	Yes	N/A
<a href="#">AH</a>	Other treatment type (3)	Yes	N/A
<a href="#">AI</a>	Other treatment type (4)	Yes	N/A
<a href="#">AJ</a>	Referred to	Yes	Number
<a href="#">AK</a>	Diversion referral ID	Yes	String
<a href="#">AL</a>	Diversion referral ID (2)	Yes	N/A
<a href="#">AM</a>	Diversion referral ID (3)	Yes	N/A
<a href="#">AN</a>	Diversion referral ID (4)	Yes	N/A
<a href="#">AO</a>	Diversion referral date	Yes	N/A
<a href="#">AP</a>	Diversion extension date	Yes	N/A
<a href="#">AQ</a>	Diversion sentenced date	Yes	N/A
<a href="#">AR</a>	Diversion drug offence	Yes	N/A
<a href="#">AS</a>	SLK-Family name	No	String
<a href="#">AT</a>	SLK-Given name	No	String
<a href="#">AU</a>	Date accuracy indicator	No	String

## Evaluation collection

If no evaluation was collected for the client, no data should be inserted into the file. The response “Not Answered” (code 1) **should only** be used when the client was asked to complete the evaluation however the question was not answered or the question does not apply to that client.

Field	Item	Nullable	Data type
<a href="#">A</a>	Agency identifier	No	Number
<a href="#">B</a>	Client identifier	No	String
<a href="#">C</a>	Episode identifier	No	Number
<a href="#">D</a>	Evaluation date	No	Date
<a href="#">E</a>	Have used primary drug?	No	Number
<a href="#">F</a>	Have used other drug?	No	Number
<a href="#">G</a>	Physical health condition	No	Number
<a href="#">H</a>	Mental health condition	No	Number
<a href="#">I</a>	Overall quality of relationships	No	Number
<a href="#">J</a>	Is confidence to reduce AOD use increased?	No	Number
<a href="#">K</a>	Is confidence to respond to AOD issue increased?	No	Number
<a href="#">L</a>	Overall service satisfaction	No	Number

## Occasion collection

Field	Item	Nullable	Data type
<a href="#">A</a>	Agency identifier	No	Number
<a href="#">B</a>	Client identifier	No	String
<a href="#">C</a>	Episode identifier	No	Number
<a href="#">D</a>	Service contact date time	No	Date/time
<a href="#">E</a>	Duration	No	Number
<a href="#">F</a>	Contact type	No	Number
<a href="#">G</a>	Contact method	No	Number
<a href="#">H</a>	Outcome	No	Number
<a href="#">I</a>	Location	No	Number

## METeOR identifiers

The AIHW's Metadata Online Registry (METeOR) is Australia's repository for national metadata standards for health, housing and community statistics and information. Where a data element within this document references a METeOR identifier, this indicates that the data is required for AODTS NMDS reporting. Note that the data elements in this document may have different permissible values to those referenced within the METeOR identifier. The permissible values in this document must be supplied and the METeOR identifier be used to assist with definitions and guide for use.

## Data quality edits

- **Critical** - Generally, critical edits occur when null, invalid or illogical values have been identified in the submitted files. These edits are related to either AODTS NMDS or contract acquittal reporting. Where a critical edit is triggered, the data items must be updated in the organisation's CMS and resubmitted to MHC.
- **Warning** - Generally, warning edits occur when supplementary values have been identified in the submitted files. Where a warning edit is triggered the values in question must be reviewed in the organisation's CMS and where possible resubmitted to MHC with a permissible value. Warning edits are intended to improve an organisations data and reporting.

[Appendix 1](#) provides a detailed description to each data quality edit and MHC support is available to assist organisations to address any data quality edits.

# File Submissions

## Timelines

Services in scope of this collection are required to submit files on a quarterly basis, unless otherwise directed. MHC requires each organisation to submit the required files by the 10th day of each quarter, specifically:

- 10th January
- 10th April
- 10th July
- 10th September

If a file(s) are returned to the organisation to resolve data quality edits, the files should be returned within 5 business days with the corrected data.

The MHC may request organisations to send files outside of the quarterly submission process to assist with reporting requirements.

## File Transfer

Files should be transferred by e-mail to [Helpdesk.SIMS2@mhc.wa.gov.au](mailto:Helpdesk.SIMS2@mhc.wa.gov.au).

# Data Elements – Episode file

## Agency Identifier

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	The unique identifier assigned to a service provider		
<b>METeOR identifier:</b>	N/A		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Identifier	<b>Data type:</b>	Number
<b>Format:</b>	NNN	<b>Maximum character length:</b>	3
<b>Nullable:</b>	No	<b>CSV import column:</b>	A
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
NNN	The unique agency identifier issued by MHC		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	An agency identifier will be issued by MHC which is unique to the service provider. One (1) unique identifier should be used within each CSV file.		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>	<b>Severity</b>	
101	Agency identifier invalid	Critical	
104	Duplicate treatment episode	Critical	
105	Blank value not permitted	Critical	

## Client Identifier

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	Person identifier unique within an establishment or agency		
<b>METeOR identifier:</b>	<a href="#">290046</a>		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Identifier	<b>Data type:</b>	String
<b>Format:</b>	A(12)	<b>Maximum character length:</b>	12
<b>Nullable:</b>	No	<b>CSV import column:</b>	B
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
A(12)	The client's unique identifier for the organisation		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	<p>Record the unique identifier for the client as generated from an organisation's CMS or manually generated. An organisation may use their alphabetic, numeric or alphanumeric coding systems. <b>Do not</b> use the client's name as the person identifier.</p> <p>A person should only have one (1) client identifier.</p>		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>	<b>Severity</b>	
102	Invalid client identifier	Critical	
104	Duplicate treatment episode	Critical	
105	Blank value not permitted	Critical	

## Episode Identifier

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	A numerical identifier that uniquely identifies a treatment episode provided by an agency identifier		
<b>METeOR identifier:</b>	N/A		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Identifier	<b>Data type:</b>	Number
<b>Format:</b>	N[NNNNNNN]	<b>Maximum character length:</b>	8
<b>Nullable:</b>	No	<b>CSV import column:</b>	C
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
N[NNNNNNN]	The episode unique identifier provided by the agency identifier		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	Record the unique identifier for the treatment episode generated from an organisation's CMS or manually generated. An organisation may use their numeric coding systems. An episode identifier in the episode collection file can only be used once against the agency identifier.		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>		<b>Severity</b>
103	Duplicate episode identifier		Critical
105	Blank value not permitted		Critical



## Record Operation

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	The identifier which defines the operation performed on the record		
<b>METeOR identifier:</b>	N/A		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Code	<b>Data type:</b>	String
<b>Format:</b>	A	<b>Maximum character length:</b>	1
<b>Nullable:</b>	No	<b>CSV import column:</b>	D
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
I	Insert new episode		
U	Update existing episode		
D	Delete episode		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	Treatment episode being imported to indicate if a new record (value I), an update to an already imported episode (value U) or a deletion of an existing imported episode (value D).		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>		<b>Severity</b>
105	Blank value not permitted		Critical
106	Invalid value submitted		Critical

## Sex

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	The distinction between male, female, and others who do not have biological characteristics typically associated with either the male or female sex, as represented by a code		
<b>METeOR identifier:</b>	<a href="#">635126</a>		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Code	<b>Data type:</b>	Number
<b>Format:</b>	N	<b>Maximum character length:</b>	1
<b>Nullable:</b>	No	<b>CSV import column:</b>	E
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
1	Male		
2	Female		
3	Other		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	<p><u>Permissible value 1: Male</u> Persons who have male or predominantly masculine biological characteristics, or male sex assigned at birth.</p> <p><u>Permissible value 1: Female</u> Persons who have female or predominantly feminine biological characteristics, or female sex assigned at birth.</p> <p><u>Permissible value 3: Other</u> Persons who have mixed or non-binary biological characteristics (if known), or a non-binary sex assigned at birth.</p> <p>The value meaning of 'Other' has been assigned to Code 3 for this value domain, which replaces 'Intersex or indeterminate' for the superseded value domain <a href="#">Sex code N</a>. Terms such as 'indeterminate', 'intersex', 'non-binary', and 'unspecified' are variously used to describe the 'Other' category of sex. The label 'Other' is used because a more descriptive term has not been widely agreed within the general community.</p> <p>Sex refers to the chromosomal, gonadal and anatomical characteristics associated with biological sex. Where there is an inconsistency between anatomical and chromosomal characteristics, sex is based on anatomical characteristics.</p> <p>A nine (9) can be used as a supplementary value to indicate a not stated response. This supplementary value is used to code inadequately described responses and non-responses for sex. It is not</p>		

	to be used on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.	
<i>Data quality edits</i>		
<b>Edit Number</b>	<b>Message</b>	<b>Severity</b>
105	Blank value not permitted	Critical
106	Invalid value submitted	Critical

## Date of Birth

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	The date of birth of the person, expressed as DDMMYYYY		
<b>METeOR identifier:</b>	<a href="#">287007</a>		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Date	<b>Data type:</b>	Date/time
<b>Format:</b>	DDMMYYYY	<b>Maximum character length:</b>	8
<b>Nullable:</b>	No	<b>CSV import column:</b>	F
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
DD	Day (01 to 31)		
MM	Month (01 to 12)		
YYYY	Year		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	This item is used in conjunction with date accuracy indicator. Where exact date of birth is unknown, estimate the year of birth based on the client's age and use 0101 as the day and month of birth and use UUE for the date accuracy indicator. Where it is not possible to estimate the year of birth, use 01011900 and use UUU for the date accuracy indicator.		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>	<b>Severity</b>	
105	Blank value not permitted	Critical	
150	Date submitted set into future	Critical	
240	Date of birth indicates client under 10 years old	Warning	
241	Date of birth indicates client over 100 years old	Warning	

## Country of Birth

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	The country in which the person was born, as represented by a code		
<b>METeOR identifier:</b>	<a href="#">659454</a>		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Code	<b>Data type:</b>	Number
<b>Format:</b>	NNNN	<b>Maximum character length:</b>	4
<b>Nullable:</b>	No	<b>CSV import column:</b>	G
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
NNNN	Specify the SACC four-digit code		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	Refer to the <a href="#">Standard Australian Classification of Countries 2016 (SACC)</a> . '0003' can be used as a supplementary value to indicate a not stated response where it was not able to be established at commencement of the episode.		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>	<b>Severity</b>	
105	Blank value not permitted	Critical	
130	Invalid country of birth submitted	Critical	
220	Country of birth not stated	Warning	

## Indigenous Status

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	Whether a person identifies as being of Aboriginal or Torres Strait Islander origin, as represented by a code.		
<b>METeOR identifier:</b>	<a href="#">602543</a>		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Code	<b>Data type:</b>	Number
<b>Format:</b>	N	<b>Maximum character length:</b>	1
<b>Nullable:</b>	No	<b>CSV import column:</b>	H
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
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		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	<p>A supplementary value of zero (0) to represent 'Not stated/inadequately described' is not to be available as a valid answer to the questions but is intended for use:</p> <ul style="list-style-type: none"> <li>▪ where an answer was refused</li> <li>▪ where the question was not able to be asked prior to completion of assistance because the client was unable to communicate or a person who knows the client was not available.</li> </ul>		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>	<b>Severity</b>	
105	Blank value not permitted	Critical	
106	Invalid value submitted	Critical	
201	Indigenous status not stated	Warning	

## Preferred Language

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	The language (including sign language) most preferred by the person for communication, as represented by a code		
<b>METeOR identifier:</b>	<a href="#">659407</a>		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Code	<b>Data type:</b>	Number
<b>Format:</b>	NNNN	<b>Maximum character length:</b>	4
<b>Nullable:</b>	No	<b>CSV import column:</b>	1
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
NNNN	Specify the ASCL four-digit code		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	Refer to the <a href="#">Australian Standard Classification of Languages 2016 (ASCL)</a> . '0002' can be used as a supplementary value to indicate a not stated response where it was not able to be established at commencement of the episode.		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>	<b>Severity</b>	
105	Blank value not permitted	Critical	
131	Invalid preferred language submitted	Critical	
230	Preferred language not stated	Warning	

## Suburb

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	The suburb, as represented by text, of the client's last known home address at the start of the treatment episode		
<b>METeOR identifier:</b>	N/A		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Text	<b>Data type:</b>	String
<b>Format:</b>	A(45)	<b>Maximum character length:</b>	45
<b>Nullable:</b>	No	<b>CSV import column:</b>	J
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
A(45)	Suburb		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	<p>All names should be provided in capital letters. The following values supplement the Australian suburbs and are used to indicate the following:</p> <ul style="list-style-type: none"> <li>▪ Overseas</li> <li>▪ Other</li> <li>▪ No fixed address</li> <li>▪ Unknown</li> <li>▪ Not stated/inadequately described</li> </ul>		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>	<b>Severity</b>	
105	Blank value not permitted	Critical	
120	Suburb name not recognised	Critical	
122	Suburb and postcode do not match	Critical	



## Postcode

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	The postcode of the client's last known home address at the start of the treatment episode		
<b>METeOR identifier:</b>	<a href="#">611398</a>		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Identifier	<b>Data type:</b>	String
<b>Format:</b>	NNNN	<b>Maximum character length:</b>	4
<b>Nullable:</b>	No	<b>CSV import column:</b>	K
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
NNNN	Valid 4 digit postcode		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	<p>Do not submit post office box postcodes with residential addresses. The following values supplement the Australian postcodes and are used to indicate the following:</p> <ul style="list-style-type: none"> <li>▪ 0055 - Overseas</li> <li>▪ 0088 - Other</li> <li>▪ 0097 - No fixed address</li> <li>▪ 0098 - Unknown</li> <li>▪ 0099 - Not stated/inadequately described</li> </ul>		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>	<b>Severity</b>	
105	Blank value not permitted	Critical	
121	Postcode not recognised	Critical	
122	Suburb and postcode do not match	Critical	

## Marital Status

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	A person's current relationship status at the start of the treatment episode		
<b>METeOR identifier:</b>	N/A		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Code	<b>Data type:</b>	Number
<b>Format:</b>	N	<b>Maximum character length:</b>	1
<b>Nullable:</b>	No	<b>CSV import column:</b>	L
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
1	Single		
2	De facto		
3	Married		
4	Divorced		
5	Separated		
6	Widowed		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	Refers to the marital status of a person at the commencement of treatment episode. A zero (0) can be used as a supplementary value to indicate a not stated response where it was not able to be established during the course of the treatment episode.		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>	<b>Severity</b>	
105	Blank value not permitted	Critical	
106	Invalid value submitted	Critical	

## Accommodation

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	The usual type of physical accommodation the person lived in prior to the start of the service episode, as represented by a code		
<b>METeOR identifier:</b>	<a href="#">564711</a>		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Code	<b>Data type:</b>	Number
<b>Format:</b>	N[N]	<b>Maximum character length:</b>	2
<b>Nullable:</b>	No	<b>CSV import column:</b>	M
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
1	House or flat		
2	Boarding house		
3	Hostel - homeless		
4	Psychiatric home/hospital		
5	Nursing home		
6	AOD treatment service		
7	Shelter/refuge		
8	Prison/detention centre		
9	No usual residence		
10	Caravan park		
11	Hostel - aged care		
12	Hostel - youth		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	<p><u>Permissible value 1: House or flat</u> Includes: Dwellings in public housing estates, mobile homes, cabins, dwellings at marinas, houseboats, independent living units within a retirement village.</p> <p><u>Permissible value 2: Boarding house</u> Includes: Hotel, motel, boarding house, private hotel. Excludes: Aged persons' hostel.</p> <p><u>Permissible value 3: Hostel - homeless</u> Includes: hostels for the homeless.</p> <p><u>Permissible value 4: Psychiatric home/hospital</u> Mental health units and forensic health units of corrective services systems.</p> <p><u>Permissible value 5: Nursing home</u> Includes: Nursing homes.</p>		

	<p><u>Permissible value 6: AOD treatment service</u> Includes: Facilities that cater for drug and alcohol rehabilitation. Excludes: rehabilitation in prisons and correctional facilities.</p> <p><u>Permissible value 7: Shelter/refuge</u> Includes: Night shelters, refuges, women’s shelters.</p> <p><u>Permissible value 8: Prison/detention centre</u> Includes: Prisons, remand centres, police centres, youth training centres and juvenile justice centres.</p> <p><u>Permissible value 9: No usual residence</u> Includes: Public places such as streets and parks, as well as temporary shelters such as bus shelters or camps or other settings where the client would be considered to be living rough or homeless.</p> <p><u>Permissible value 10: Caravan park</u> Includes: Caravan parks.</p> <p><u>Permissible value 11: Hostel – aged care</u> Includes: Aged care hostels.</p> <p><u>Permissible value 12: Hostel – youth</u> Includes: special purpose hostels for young people.</p> <p>A zero (0) can be used as a supplementary value to indicate a not stated response where it was not able to be established during the course of the treatment episode.</p>
--	--

<i>Data quality edits</i>		
---------------------------	--	--

<b>Edit Number</b>	<b>Message</b>	<b>Severity</b>
105	Blank value not permitted	Critical
106	Invalid value submitted	Critical
203	Accommodation not stated	Warning

## Lives With

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	The living arrangements of the person lived with prior to the start of the treatment episode		
<b>METeOR identifier:</b>	N/A		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Code	<b>Data type:</b>	Number
<b>Format:</b>	N[N]	<b>Maximum character length:</b>	2
<b>Nullable:</b>	No	<b>CSV import column:</b>	N
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
1	Alone		
2	Spouse/partner		
3	With child(ren) only		
4	Child(ren) and partner		
5	Friend(s)		
6	Parent(s)		
7	Relative(s) other than parents		
8	Friend(s)/parent(s)/relatives and child(ren)		
9	Other		
10	Lodging (shared accommodation)		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	Refers to the living arrangements of the client at commencement of the treatment episode. A zero (0) can be used as a supplementary value to indicate a not stated response where it was not able to be established during the course of the treatment episode.		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>	<b>Severity</b>	
105	Blank value not permitted	Critical	
106	Invalid value submitted	Critical	

## Employment Status

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	The employment status of the client at the start of the treatment episode		
<b>METeOR identifier:</b>	N/A		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Code	<b>Data type:</b>	Number
<b>Format:</b>	N	<b>Maximum character length:</b>	1
<b>Nullable:</b>	No	<b>CSV import column:</b>	O
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
1	Employed FT/PT/CAS		
2	Unemployed		
3	Child not at school		
4	Student		
5	Home duties		
6	Retired		
7	Other		
8	Pensioner		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	<p><u>Permissible value 1: Employed FT/PT/CAS</u> Applies to individuals who have full-time, part-time or casual employment either as an employee, employer, self-employed or volunteer.</p> <p><u>Permissible value 2: Unemployed</u> Applies to all individuals who are unemployed regardless of whether they are actively seeking employment or receiving unemployment benefits.</p> <p><u>Permissible value 3: Child not at School</u> Includes children attending kindergarten, playgroup, pre-primary and with an age of 4 years old or has their 5th birthday in the second half of the year (i.e. birth date is after 1 July).</p> <p><u>Permissible value 4: Student</u> Includes children attending school. Also applies to individuals who start full-time or have part-time study commitments equivalent to 20 hours per week or more. If less than 20 hours study and does not fit into any other category record Status as '8-Other'.</p> <p><u>Permissible value 5: Home Duties</u> Applies to individuals whose sole role is performing home duties i.e. they do not have any other occupation.</p>		

	<p><u>Permissible value 6: Retired</u> Applies to a person who is retired from work but is not receiving an aged pension e.g. self-funded retiree.</p> <p><u>Permissible value 7: Other</u> Includes a child with a disability who is not attending school between the age of 6 and 15. Once the child reaches 16 years of age, they should be entered as employed or unemployed.</p> <p><u>Permissible value 8: Pensioner</u> Applies to a person who has retired from work and is receiving an aged pension; or a person who is unable to work and receives other type of pension such as an invalid pension.</p> <p>A zero (0) can be used as a supplementary value to indicate a not stated response where it was not able to be established during the course of the treatment episode.</p>	
<i>Data quality edits</i>		
<b>Edit Number</b>	<b>Message</b>	<b>Severity</b>
105	Blank value not permitted	Critical
106	Invalid value submitted	Critical

## Education Level

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	The education level of the client at commencement of the treatment episode		
<b>METeOR identifier:</b>	N/A		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Code	<b>Data type:</b>	Number
<b>Format:</b>	N	<b>Maximum character length:</b>	1
<b>Nullable:</b>	No	<b>CSV import column:</b>	P
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
1	Primary school		
2	Secondary school		
3	College/TAFE		
4	University		
5	Never attended school		
6	Tech trade		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	Refers to the highest education level of the client. A zero (0) can be used as a supplementary value to indicate a not stated response where it was not able to be established during the course of the treatment episode.		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>	<b>Severity</b>	
105	Blank value not permitted	Critical	
106	Invalid value submitted	Critical	



## Client Type

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	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		
<b>METeOR identifier:</b>	<a href="#">270083</a>		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Code	<b>Data type:</b>	Number
<b>Format:</b>	N	<b>Maximum character length:</b>	1
<b>Nullable:</b>	No	<b>CSV import column:</b>	Q
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
1	Own alcohol or other drug use		
2	Other's alcohol or other drug use		
3	Both own & other's alcohol or other drug use		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	<p><u>Permissible value 1: Own alcohol or other drug use</u> Use this code for a client who receives treatment or assistance concerning their own alcohol and/or other drug use.</p> <p><u>Permissible value 2: Other's alcohol or other drug use</u> Use this code for a client who receives support and/or assistance in relation to the alcohol and/or other drug use of another person.</p> <p><u>Permissible value 3: Both own &amp; other's alcohol or other drug use</u> Use this code where a client is receiving treatment or assistance for both their own alcohol and/or other drug use and the alcohol and/or other drug use of another person.</p>		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>	<b>Severity</b>	
105	Blank value not permitted	Critical	
106	Invalid value submitted	Critical	
192	Conflicting client type / main treatment type	Critical	
250	Invalid client type for police diversion referral	Warning	

## Source of Referral

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	The source from which the person was transferred or referred to the alcohol and other drug treatment service, as represented by a code		
<b>METeOR identifier:</b>	<a href="#">269946</a>		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Code	<b>Data type:</b>	Number
<b>Format:</b>	N[N]	<b>Maximum character length:</b>	2
<b>Nullable:</b>	No	<b>CSV import column:</b>	R
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
1	Next Step		
2	Self		
3	Relative/Friend		
4	Other AOD treatment service		
5	GP/Other private practitioner		
6	Hospital		
7	Mental health service		
8	Police diversion – cannabis*		
9	Court diversion (STIR)*		
10	Drug court (DCR)*		
11	Court diversion (POP)*		
13	Department of Justice		
14	ADSL/PFDSL		
15	Self-help group		
16	Police diversion - other drugs*		
17	Children's court - drug court*		
20	Department for Child Protection & Family Support		
21	JJT - YPOP*		
22	Employer		
23	Children's court - drug court YSTIR*		
24	School/Educational Institution		
25	Government welfare service		
26	Prison		
27	Community health care service		
28	Court diversion (IDP)*		
29	Aboriginal health service		
30	Police (not diversion)		
31	Pharmacy		
32	Non-government service (not AOD)		
33	Employment services (PVS, PSP)		
34	Diversion – AAT*		

<i>Collection and usage attributes</i>		
<b>Guide for use:</b>	Permissible value meanings marked with asterisk (*) should only be used by agency identifiers funded for diversion treatment. A zero (0) can be used as a supplementary value to indicate a not stated response where it was not able to be established during the course of the treatment episode.	
<i>Data quality edits</i>		
<b>Edit Number</b>	<b>Message</b>	<b>Severity</b>
105	Blank value not permitted	Critical
106	Invalid value submitted	Critical
180	Invalid client type for court diversion referral	Critical
202	Referral source not stated	Warning

## Date of commencement of treatment episode

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	The date on which the first service contact within the treatment episode when assessment and/or treatment occurs		
<b>METeOR identifier:</b>	<a href="#">270069</a>		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Date	<b>Data type:</b>	Date/time
<b>Format:</b>	DDMMYYYY	<b>Maximum character length:</b>	8
<b>Nullable:</b>	No	<b>CSV import column:</b>	S
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
DD	Day (01 to 31)		
MM	Month (01 to 12)		
YYYY	Year		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	<p>A client is identified as commencing a treatment episode if one or more of the following apply:</p> <ul style="list-style-type: none"> <li>▪ they are a new client,</li> <li>▪ they are a client recommencing treatment after they have had no contact with the treatment provider for a period of three months or had any plan in place for further contact,</li> <li>▪ their principal drug of concern for alcohol and other drugs has changed,</li> <li>▪ their main treatment type for alcohol and other drugs has changed,</li> <li>▪ their treatment delivery setting for alcohol and other drugs has changed.</li> </ul>		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>	<b>Severity</b>	
104	Duplicate treatment episode	Critical	
105	Blank value not permitted	Critical	
150	Date submitted set into future	Critical	
153	Invalid date of commencement	Critical	

## Date of cessation of treatment episode

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	The date on which a treatment episode for alcohol and other drugs ceases		
<b>METeOR identifier:</b>	<a href="#">270067</a>		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Date	<b>Data type:</b>	Date
<b>Format:</b>	DDMMYYYY	<b>Maximum character length:</b>	8
<b>Nullable:</b>	Yes	<b>CSV import column:</b>	T
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
DD	Day (01 to 31)		
MM	Month (01 to 12)		
YYYY	Year		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	<p>If client is still in treatment at time of extract, leave field blank.</p> <p>Refers to the date of the last service contact in a treatment episode between the client and staff of the treatment provider. In situations where the client has had no contact with the treatment provider for three months, nor is there a plan in place for further contact, the date of last service contact should be used.</p> <p>A client is identified as ceasing a treatment episode if one or more of the following apply:</p> <ul style="list-style-type: none"> <li>▪ their treatment plan is completed,</li> <li>▪ they have had no contact with the treatment provider for a period of three months, nor is there a plan in place for further contact,</li> <li>▪ their principal drug of concern for alcohol and other drugs has changed,</li> <li>▪ their main treatment type for alcohol and other drugs has changed,</li> <li>▪ their treatment delivery setting for alcohol and other drugs has changed,</li> <li>▪ their treatment has ceased for other reasons (e.g. imprisoned, ceased treatment against advice, transferred to another service provider, died, etc.)</li> </ul>		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>	<b>Severity</b>	
150	Date submitted set into future	Critical	
151	Date of cessation blank but cessation reason submitted	Critical	
176	Invalid CIR length of treatment	Critical	

## Reason for cessation of treatment episode

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	The reason for the client ceasing to receive a treatment episode from an alcohol and other drug treatment service, as represented by a code		
<b>METeOR identifier:</b>	<a href="#">270011</a>		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Code	<b>Data type:</b>	Number
<b>Format:</b>	N[N]	<b>Maximum character length:</b>	2
<b>Nullable:</b>	No	<b>CSV import column:</b>	U
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
0	No outcome yet		
1	Completed treatment		
2	Against advice (ceased to participate)		
3	Non-compliance involuntary (ceased to participate)		
4	Imprisoned (not drug court sanctioned)		
5	Has died		
6	Without notice (ceased to participate)		
7	By mutual agreement (ceased to participate)		
8	Transfer to other service provider		
9	Main treatment type changed		
10	Delivery setting changed		
11	Principal drug changed		
12	Expiation (ceased to participate)		
13	Sanction by drug court (Imprisoned)		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	<p><u>Permissible value 0: No outcome yet</u> If client still in treatment at time of extract.</p> <p><u>Permissible value 1: Completed treatment</u> This value is to be used when all of the immediate goals of the treatment have been completed as planned. Includes situations where the client, after completing this treatment, either does not commence any new treatment, commences a new treatment episode with a different main treatment or principal drug, or is referred to a different service provider for further treatment.</p> <p><u>Permissible value 2: Against advice (ceased to participate)</u> This value refers to situations where the service provider is aware of the client's intention to stop participating in treatment, and the client ceases despite advice from staff that such action is against the client's best interest.</p>		

Permissible value 3: Non-compliance Involuntary (ceased to participate)

This value refers to situations where the client's participation has been ceased by the service provider due to non-compliance with the rules or conditions of the program.

Permissible value 4: Imprisoned (not drug court sanctioned)

This value applies to clients who are imprisoned for reasons other than permissible value 13.

Permissible value 5: Has Died

Client has died.

Permissible value 6: Without notice (ceased to participate)

This value refers to situations where the client ceased to receive treatment without notifying the service provider of their intention to no longer participate.

Permissible value 7: By mutual agreement (ceased to participate)

This code refers to situations where the client ceases participation by mutual agreement with the service provider even though the treatment plan has not been completed. This may include situations where the client has moved out of the area. Only to be used when permissible value 9, 10 or 11 is N/A.

Permissible value 8: Transfer to other service provider

This value includes situations where the service provider is no longer the most appropriate and the client is transferred/referred to another service. For example, transfers could occur for clients between non-residential and residential services or between residential services and a hospital. Excludes situations where the original treatment was completed before the client transferred to a different provider for other treatment (use value 1).

Permissible value 9: Main treatment type changed

A treatment episode will end if, prior to the completion of the existing treatment, there is a change in the main treatment type for alcohol and other drugs. See also value 7.

Permissible value 10: Delivery setting changed

A treatment episode may end if, prior to the completion of the existing treatment, there is a change in the treatment delivery setting for alcohol and other drugs.

	<p><u>Permissible value 11: Principal drug changed</u> A treatment episode will end if, prior to the completion of the existing treatment, there is a change in the principal drug of concern. See also value 7.</p> <p><u>Permissible value 12: Expiation (ceased to participate)</u> This code refers to situations where the client has fulfilled their obligation to satisfy expiation requirements (e.g. participate in a treatment program to avoid having a criminal conviction being recorded against them) as part of a police or court diversion scheme and chooses not to continue with further treatment.</p> <p><u>Permissible value 13: Sanction by drug court (imprisoned)</u> This code applies to drug court and/or court diversion service clients who are sanctioned back into jail for non-compliance with the program.</p>	
<i>Data quality edits</i>		
<b>Edit Number</b>	<b>Message</b>	<b>Severity</b>
106	Invalid value submitted	Critical
152	Date of cessation submitted with no reason for cessation	Critical
177	Invalid cessation reason submitted for diversion episode	Critical
178	Expiation can only be used for diversion referral source	Critical



## Treatment delivery setting

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	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		
<b>METeOR identifier:</b>	<a href="#">704456</a>		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Code	<b>Data type:</b>	Number
<b>Format:</b>	N	<b>Maximum character length:</b>	1
<b>Nullable:</b>	No	<b>CSV import column:</b>	V
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
1	Residential		
2	Non-residential		
3	Outreach		
4	Home		
5	Other		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	<p><u>Permissible value 1: Residential treatment facility</u> This code refers to community-based settings in which clients reside either temporarily or long-term in a facility that is not their home or usual place of residence to receive alcohol and other drug treatment. This does not include ambulatory situations, but does include therapeutic community settings.</p> <p><u>Permissible value 2: Non-residential treatment facility</u> This code refers to any non-residential centre that provides alcohol and other drug treatment services, including hospital outpatient services and community health centres.</p> <p><u>Permissible value 3: Outreach setting</u> This code refers to an outreach environment, excluding a client's home or usual place of residence, where treatment is provided. An outreach environment may be any public or private location that is not covered by Codes 1–3. Mobile/outreach alcohol and other drug treatment service providers would usually provide treatment within this setting (e.g. at a mutually agreed public space).</p> <p><u>Permissible value 4: Home</u> This code refers to the client's own home or usual place of residence.</p>		

	<u>Permissible value 5: Other</u> This code refers to other treatment delivery settings such as prison facilities or correctional settings.	
<i>Data quality edits</i>		
<b>Edit Number</b>	<b>Message</b>	<b>Severity</b>
105	Blank value not permitted	Critical
106	Invalid value submitted	Critical
141	THASP invalid treatment delivery setting	Critical
142	Non-residential treatment delivered in residential setting	Critical
193	Conflicting residential treatment episodes	Critical
194	Residential only for rehabilitation episode	Critical

## Method of use for principal drug of concern

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	The client's self-reported usual method of administering the principal drug of concern, as represented by a code		
<b>METeOR identifier:</b>	<a href="#">707395</a>		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Code	<b>Data type:</b>	Number
<b>Format:</b>	N	<b>Maximum character length:</b>	1
<b>Nullable:</b>	Yes	<b>CSV import column:</b>	W
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
1	Inject		
2	Smoke		
3	Taken orally/ingest		
4	Sniff (powder)		
5	Inhalant (Vapour)		
6	Other		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	Where client type is coded 2, do not collect (that is, leave blank). A zero (0) can be used as a supplementary value to indicate a not stated response where it was not able to be established during the course of the treatment episode.		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>	<b>Severity</b>	
106	Invalid value submitted	Critical	
117	Client type is non drug user, however MOU entered	Critical	
191	Conflicting last injected use	Critical	
204	Method of use for principal drug of concern not stated	Warning	

## Drug last injected

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	The client's use of injection as a method of administering drugs, as represented by a code		
<b>METeOR identifier:</b>	<a href="#">707379</a>		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Code	<b>Data type:</b>	Number
<b>Format:</b>	N	<b>Maximum character length:</b>	1
<b>Nullable:</b>	Yes	<b>CSV import column:</b>	X
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
1	Last injected 3 months ago or less		
2	Last injected more than 3 months ago but less than 12 months ago		
3	Last injected more than 12 months ago		
4	Never injected		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	Where client type is coded 2, do not collect (that is, leave blank). A zero (0) can be used as a supplementary value to indicate a not stated response where it was not able to be established at the commencement of the treatment episode.		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>	<b>Severity</b>	
106	Invalid value submitted	Critical	
190	Last injected cannot be blank	Critical	
191	Conflicting last injected use	Critical	
205	Last injected not stated	Warning	

## Principal drug of concern

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	The main drug, as stated by the client, that has led a person to seek treatment from the service, as represented by a code		
<b>METeOR identifier:</b>	<a href="#">467699</a>		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Code	<b>Data type:</b>	Number
<b>Format:</b>	NNNN	<b>Maximum character length:</b>	4
<b>Nullable:</b>	Yes	<b>CSV import column:</b>	Y
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
NNNN	Specify the ASDC four-digit code		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	Refer to the <a href="#">ABS Australian Standard Classification of Drugs of Concern (ASDC)</a> .  Where client type is coded 2, do not collect (that is, leave blank).		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>		<b>Severity</b>
110	Invalid drug of concern submitted		Critical
111	Principal drug of concern required		Critical
115	Client type is non drug user, however PDOC entered		Critical
210	Clarification required for drug of concern submitted		Warning

## Other drug of concern (1)

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	A drug apart from the principal drug of concern which the client states as being a concern, as represented by a code		
<b>METeOR identifier:</b>	<a href="#">467579</a>		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Code	<b>Data type:</b>	Number
<b>Format:</b>	NNNN	<b>Maximum character length:</b>	4
<b>Nullable:</b>	Yes	<b>CSV import column:</b>	Z
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
NNNN	Specify the ASDC four-digit code		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	<p>Refer to the <a href="#">ABS Australian Standard Classification of Drugs of Concern (ASDC)</a>.</p> <p>Do not collect (that is, leave blank) where client type is coded 2 or where the client does not identify another drug of concern.</p>		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>	<b>Severity</b>	
110	Invalid drug of concern submitted	Critical	
112	Other drug of concern cannot match principal drug	Critical	
113	Duplicate other drug of concern	Critical	
116	Client type is non drug user, however ODC entered	Critical	
210	Clarification required for drug of concern submitted	Warning	

## Other drug of concern (2)

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	A drug apart from the principal drug of concern which the client states as being a concern, as represented by a code		
<b>METeOR identifier:</b>	<a href="#">467579</a>		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Code	<b>Data type:</b>	Number
<b>Format:</b>	NNNN	<b>Maximum character length:</b>	4
<b>Nullable:</b>	Yes	<b>CSV import column:</b>	AA
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
NNNN	Specify the ASDC four-digit code		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	<p>Refer to the <a href="#">ABS Australian Standard Classification of Drugs of Concern (ASDC)</a>.</p> <p>Do not collect (that is, leave blank) where client type is coded 2 or where the client does not identify another drug of concern.</p>		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>		<b>Severity</b>
110	Invalid drug of concern submitted		Critical
112	Other drug of concern cannot match principal drug		Critical
113	Duplicate other drug of concern		Critical
114	Other drug of concern submitted after a blank value		Critical
116	Client type is non drug user, however ODC entered		Critical
210	Clarification required for drug of concern submitted		Warning

### Other drug of concern (3)

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	A drug apart from the principal drug of concern which the client states as being a concern, as represented by a code		
<b>METeOR identifier:</b>	<a href="#">467579</a>		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Code	<b>Data type:</b>	Number
<b>Format:</b>	NNNN	<b>Maximum character length:</b>	4
<b>Nullable:</b>	Yes	<b>CSV import column:</b>	AB
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
NNNN	Specify the ASDC four-digit code		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	<p>Refer to the <a href="#">ABS Australian Standard Classification of Drugs of Concern (ASDC)</a>.</p> <p>Do not collect (that is, leave blank) where client type is coded 2 or where the client does not identify another drug of concern.</p>		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>		<b>Severity</b>
110	Invalid drug of concern submitted		Critical
112	Other drug of concern cannot match principal drug		Critical
113	Duplicate other drug of concern		Critical
114	Other drug of concern submitted after a blank value		Critical
116	Client type is non drug user, however ODC entered		Critical
210	Clarification required for drug of concern submitted		Warning



## Other drug of concern (4)

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	A drug apart from the principal drug of concern which the client states as being a concern, as represented by a code		
<b>METeOR identifier:</b>	<a href="#">467579</a>		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Code	<b>Data type:</b>	Number
<b>Format:</b>	NNNN	<b>Maximum character length:</b>	4
<b>Nullable:</b>	Yes	<b>CSV import column:</b>	AC
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
NNNN	Specify the ASDC four-digit code		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	<p>Refer to the <a href="#">ABS Australian Standard Classification of Drugs of Concern (ASDC)</a>.</p> <p>Do not collect (that is, leave blank) where client type is coded 2 or where the client does not identify another drug of concern.</p>		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>		<b>Severity</b>
110	Invalid drug of concern submitted		Critical
112	Other drug of concern cannot match principal drug		Critical
113	Duplicate other drug of concern		Critical
114	Other drug of concern submitted after a blank value		Critical
116	Client type is non drug user, however ODC entered		Critical
210	Clarification required for drug of concern submitted		Warning

## Other drug of concern (5)

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	A drug apart from the principal drug of concern which the client states as being a concern, as represented by a code		
<b>METeOR identifier:</b>	<a href="#">467579</a>		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Code	<b>Data type:</b>	Number
<b>Format:</b>	NNNN	<b>Maximum character length:</b>	4
<b>Nullable:</b>	Yes	<b>CSV import column:</b>	AD
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
NNNN	Specify the ASDC four-digit code		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	<p>Refer to the <a href="#">ABS Australian Standard Classification of Drugs of Concern (ASDC)</a>.</p> <p>Do not collect (that is, leave blank) where client type is coded 2 or where the client does not identify another drug of concern.</p>		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>		<b>Severity</b>
110	Invalid drug of concern submitted		Critical
112	Other drug of concern cannot match principal drug		Critical
113	Duplicate other drug of concern		Critical
114	Other drug of concern submitted after a blank value		Critical
116	Client type is non drug user, however ODC entered		Critical
210	Clarification required for drug of concern submitted		Warning

## Main treatment type

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	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		
<b>METeOR identifier:</b>	<a href="#">700925</a>		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Code	<b>Data type:</b>	Number
<b>Format:</b>	N	<b>Maximum character length:</b>	1
<b>Nullable:</b>	No	<b>CSV import column:</b>	AE
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
1	Withdrawal management (detoxification)		
2	Counselling		
3	Rehabilitation		
4	Pharmacotherapy		
5	Support and case management		
6	Information and education		
7	Assessment only		
8	Other		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	<p>A new treatment episode, excluding residential treatment settings, can commence when there has been no contact between the client and treatment provider for 3 months, where there is a change in the main treatment type, principal drug of concern or delivery setting. A new treatment episode can be created within 3 months if the previous treatment was a police/court diversion referral source.</p> <p><u>Permissible value 1: Withdrawal management (detoxification)</u> This value refers to any form of withdrawal management, including medicated and non-medicated, in any delivery setting.</p> <p><u>Permissible value 2: Counselling</u> This value refers to any method of individual or group counselling directed towards identified problems with alcohol and/or other drug use or dependency. This code excludes counselling activity that is part of a rehabilitation program as defined in value 3.</p> <p><u>Permissible value 3: Rehabilitation</u> This value refers to an intensive treatment program that integrates a range of services and therapeutic activities that may include counselling, behavioural treatment approaches, recreational activities, social and community living skills, group work and relapse prevention. Rehabilitation treatment can provide a high level of support (i.e. up to 24 hours a day) and tends towards a medium to longer-term duration. Rehabilitation activities can occur in residential or non-residential settings.</p>		

	<p>Counselling that is included within an overall rehabilitation program should be coded to value 3 for Rehabilitation, not to value 2 as a separate treatment episode for counselling.</p> <p><u>Permissible value 4: Pharmacotherapy</u> This code refers to pharmacotherapies that include those used as maintenance therapies (e.g. methadone or buprenorphine) and those used as relapse prevention (e.g. acamprosate, naltrexone or disulfiram). Use Code 1 (Withdrawal management) where a pharmacotherapy is used solely for withdrawal. Note collection exclusions: excludes treatment episodes for clients who are on an opioid pharmacotherapy maintenance program and are not receiving any other form of treatment.</p> <p><u>Permissible value 5: Support and case management</u> This code refers to when the type of treatment provided to the client is support and case management (e.g. treatment planning and monitoring, case conferences, advocacy, or facilitated referral).</p> <p><u>Permissible value 6: Information and education</u> This code refers to when the type of treatment provided to the client is information and education (e.g. written information or a psycho-educational intervention).</p> <p><u>Permissible value 7: Assessment only</u> This code refers to when there is no treatment provided to the client other than an overall assessment of the extent and nature of their drug and/or alcohol problem. An assessment encompasses treatment planning and referral.</p> <p><u>Permissible value 8: Other</u> This codes refers to other treatment types not further defined such as art, equine or outdoor therapy.</p>
--	--

<i>Data quality edits</i>		
<b>Edit Number</b>	<b>Message</b>	<b>Severity</b>
104	Duplicate treatment episode	Critical
105	Blank value not permitted	Critical
106	Invalid value submitted	Critical
140	THASP invalid main treatment type	Critical
142	Non-residential treatment delivered in residential setting	Critical
143	Invalid main treatment type submitted for agency	Critical
144	Non-residential treatment episode within 90 days	Critical
179	Invalid main treatment type for police diversion referral	Critical
192	Conflicting client type / main treatment type	Critical
260	Information & Education longer than 100 days	Warning
261	Assessment only longer than 90 days	Warning
262	Withdrawal management longer than 14 days	Warning
263	Residential rehabilitation longer than 180 days	Warning
264	THASP longer than 180 days	Warning

## Other Treatment Type (1)

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	N/A		
<b>METeOR identifier:</b>	N/A		
<i>Value domain attributes</i>			
<b>Representation class:</b>	N/A	<b>Data type:</b>	N/A
<b>Format:</b>	N/A	<b>Maximum character length:</b>	0
<b>Nullable:</b>	Yes	<b>CSV import column:</b>	AF
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	Do not collect this data element.		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>		<b>Severity</b>
107	Field should be blank		Critical

## Other Treatment Type (2)

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	N/A		
<b>METeOR identifier:</b>	N/A		
<i>Value domain attributes</i>			
<b>Representation class:</b>	N/A	<b>Data type:</b>	N/A
<b>Format:</b>	N/A	<b>Maximum character length:</b>	0
<b>Nullable:</b>	Yes	<b>CSV import column:</b>	AG
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	Do not collect this data element.		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>	<b>Severity</b>	
107	Field should be blank	Critical	

### Other Treatment Type (3)

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	N/A		
<b>METeOR identifier:</b>	N/A		
<i>Value domain attributes</i>			
<b>Representation class:</b>	N/A	<b>Data type:</b>	N/A
<b>Format:</b>	N/A	<b>Maximum character length:</b>	0
<b>Nullable:</b>	Yes	<b>CSV import column:</b>	AH
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	Do not collect this data element.		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>	<b>Severity</b>	
107	Field should be blank	Critical	

## Other Treatment Type (4)

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	N/A		
<b>METeOR identifier:</b>	N/A		
<i>Value domain attributes</i>			
<b>Representation class:</b>	N/A	<b>Data type:</b>	N/A
<b>Format:</b>	N/A	<b>Maximum character length:</b>	0
<b>Nullable:</b>	Yes	<b>CSV import column:</b>	AI
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	Do not collect this data element.		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>	<b>Severity</b>	
107	Field should be blank	Critical	



## Referred To

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	The code to indicate if the client was referred to another organisation at the end of the treatment episode		
<b>METeOR identifier:</b>	N/A		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Code	<b>Data type:</b>	Number
<b>Format:</b>	N[N]	<b>Maximum character length:</b>	2
<b>Nullable:</b>	Yes	<b>CSV import column:</b>	AJ
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
0	Unknown		
1	Next Step		
2	Other drug and alcohol agency		
3	Government welfare agency		
4	Other non-government agency		
5	Medical		
6	Internal referral		
7	Not referred		
8	Self-help group		
9	Private counsellor/therapist		
10	Mental health		
11	Other		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	If client still in treatment at time of extract, field can be blank.		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>		<b>Severity</b>
106	Invalid value submitted		Critical

## Diversion Referral ID

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	The diversion referral ID provided to the treatment agency relating to the police or court diversion referral source		
<b>METeOR identifier:</b>	N/A		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Identifier	<b>Data type:</b>	String
<b>Format:</b>	[A]NNNNNNNN	<b>Maximum character length:</b>	11
<b>Nullable:</b>	Yes	<b>CSV import column:</b>	AK
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
NNNNNNNN	Court diversion		
AATNNNNNNNN	Alcohol interlock scheme		
CIRNNNNNNNN	Cannabis intervention requirement		
ODIRNNNNNNNN	Other drug intervention requirement		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	<p>When the source of referral is not diversion, a blank field is permissible.</p> <p><u>Permissible value: Court diversion</u> The 7 digit referral ID required for the court diversion referral sources (codes 9,10,11,12,17,21,23 or 28) is generated by the ICMS. The referral ID will need to be in the format of “NNNNNNNN” (e.g. 1234567).</p> <p><u>Permissible value: Alcohol interlock scheme</u> The 10 digit referral ID required for this referral (code 34) is generated by the ADSL and is available on the referral form. The referral ID will need to be in the format of “AATNNNNNNNN” (e.g. AAT1234567).</p> <p><u>Permissible value: Cannabis intervention requirement</u> The 10 digit referral ID required for the referral source Police Diversion - Cannabis (code 8) is generated by the ADSL and provided to the treatment provider on the referral form. The referral ID will need to be in the format of “CIRNNNNNNNN” (e.g. CIR1234567).</p> <p><u>Permissible value: Other drug intervention requirement</u> The 11 digit referral ID required for this referral (code 16) is generated by the ADSL and is available on the referral form. The referral ID will need to be in the format of “ODIRNNNNNNNN” (e.g. ODIR1234567).</p>		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>	<b>Severity</b>	
170	Referral ID required	Critical	
171	Invalid CIR referral ID	Critical	
172	Invalid ODIR referral ID	Critical	
173	Invalid AAT referral ID	Critical	
174	Invalid court diversion referral ID	Critical	
175	Referral ID should be blank	Critical	

## Diversion Referral ID (2)

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	N/A		
<b>METeOR identifier:</b>	N/A		
<i>Value domain attributes</i>			
<b>Representation class:</b>	N/A	<b>Data type:</b>	N/A
<b>Format:</b>	N/A	<b>Maximum character length:</b>	0
<b>Nullable:</b>	Yes	<b>CSV import column:</b>	AL
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	Do not collect this data element.		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>	<b>Severity</b>	
107	Field should be blank	Critical	

### Diversion Referral ID (3)

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	N/A		
<b>METeOR identifier:</b>	N/A		
<i>Value domain attributes</i>			
<b>Representation class:</b>	N/A	<b>Data type:</b>	N/A
<b>Format:</b>	N/A	<b>Maximum character length:</b>	0
<b>Nullable:</b>	Yes	<b>CSV import column:</b>	AM
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	Do not collect this data element.		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>	<b>Severity</b>	
107	Field should be blank	Critical	

## Diversion Referral ID (4)

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	N/A		
<b>METeOR identifier:</b>	N/A		
<i>Value domain attributes</i>			
<b>Representation class:</b>	N/A	<b>Data type:</b>	N/A
<b>Format:</b>	N/A	<b>Maximum character length:</b>	0
<b>Nullable:</b>	Yes	<b>CSV import column:</b>	AN
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	Do not collect this data element.		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>	<b>Severity</b>	
107	Field should be blank	Critical	

## Diversion Referral Date

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	N/A		
<b>METeOR identifier:</b>	N/A		
<i>Value domain attributes</i>			
<b>Representation class:</b>	N/A	<b>Data type:</b>	N/A
<b>Format:</b>	N/A	<b>Maximum character length:</b>	0
<b>Nullable:</b>	Yes	<b>CSV import column:</b>	AO
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	Do not collect this data element.		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>	<b>Severity</b>	
107	Field should be blank	Critical	

## Diversion Extension Date

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	N/A		
<b>METeOR identifier:</b>	N/A		
<i>Value domain attributes</i>			
<b>Representation class:</b>	N/A	<b>Data type:</b>	N/A
<b>Format:</b>	N/A	<b>Maximum character length:</b>	0
<b>Nullable:</b>	Yes	<b>CSV import column:</b>	AP
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	Do not collect this data element.		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>	<b>Severity</b>	
107	Field should be blank	Critical	

## Diversion Sentenced Date

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	N/A		
<b>METeOR identifier:</b>	N/A		
<i>Value domain attributes</i>			
<b>Representation class:</b>	N/A	<b>Data type:</b>	N/A
<b>Format:</b>	N/A	<b>Maximum character length:</b>	0
<b>Nullable:</b>	Yes	<b>CSV import column:</b>	AQ
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	Do not collect this data element.		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>	<b>Severity</b>	
107	Field should be blank	Critical	



## Diversion Drug Offence

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	N/A		
<b>METeOR identifier:</b>	N/A		
<i>Value domain attributes</i>			
<b>Representation class:</b>	N/A	<b>Data type:</b>	N/A
<b>Format:</b>	N/A	<b>Maximum character length:</b>	0
<b>Nullable:</b>	Yes	<b>CSV import column:</b>	AR
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	Do not collect this data element.		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>	<b>Severity</b>	
107	Field should be blank	Critical	

## SLK-Family Name

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	Part of a key that enables two or more records belonging to the same client to be brought together		
<b>METeOR identifier:</b>	<a href="#">686238</a>		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Code	<b>Data type:</b>	String
<b>Format:</b>	AAA	<b>Maximum character length:</b>	3
<b>Nullable:</b>	No	<b>CSV import column:</b>	AS
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
AAA	2nd, 3rd and 5th letters of family name/surname		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	<p>Record the 2nd, 3rd and 5th letters of the client's family name.</p> <p>If the family name has less than 5 letters (e.g. Farr), then value reported would be AR2 because the 2 is substituting for a missing 5th letter of the family name.</p> <p>If a client's family name is missing the agency should record the value of 999.</p>		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>	<b>Severity</b>	
105	Blank value not permitted	Critical	
160	Invalid SLK family name length	Critical	
162	SLK family name has invalid characters	Critical	
164	SLK family name cannot start with 2	Critical	

## SLK-Given Name

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	Part of a key that enables two or more records belonging to the same client to be brought together.		
<b>METeOR identifier:</b>	<a href="#">686238</a>		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Code	<b>Data type:</b>	String
<b>Format:</b>	AA	<b>Maximum character length:</b>	2
<b>Nullable:</b>	No	<b>CSV import column:</b>	AT
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
AA	2nd and 3rd letters of first name/given name		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	<p>Record the 2nd and 3rd letters of the client's given name.</p> <p>If the given name has less than 3 letters (e.g. Jo), then value reported would be O2 because the 2 is substituting for the missing 3rd letter of the given name.</p> <p>If the person's given name is missing altogether the agency should record 99 (not the number 2).</p>		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>	<b>Severity</b>	
105	Blank value not permitted	Critical	
161	Invalid SLK given name length	Critical	
163	Invalid SLK given name characters	Critical	
165	SLK given name cannot start with 2	Critical	

## Date Accuracy Indicator

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	Date accuracy indicator indicates the accuracy of a client's date of birth, as supplied in their AODTS data record.		
<b>METeOR identifier:</b>	<a href="#">294429</a>		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Code	<b>Data type:</b>	String
<b>Format:</b>	AAA	<b>Maximum character length:</b>	3
<b>Nullable:</b>	No	<b>CSV import column:</b>	AU
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
AAA	Day, month and year are accurate		
AAE	Day and month are accurate, year is estimated		
AAU	Day and month are accurate, year is unknown		
AEA	Day is accurate, month is estimated, year is accurate		
AEE	Day is accurate, month and year are estimated		
AEU	Day is accurate, month is estimated, year is unknown		
AUA	Day is accurate, month is unknown, year is accurate		
AUE	Day is accurate, month is unknown, year is estimated		
AUU	Day is accurate, month and year are unknown		
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		
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		
UUE	Day and month are unknown, year is estimated		
UUU	Day, month and year are unknown		
AAA	Day, month and year are accurate		
AAE	Day and month are accurate, year is estimated		
AAU	Day and month are accurate, year is unknown		
AEA	Day is accurate, month is estimated, year is accurate		
AEE	Day is accurate, month and year are estimated		

AEU	Day is accurate, month is estimated, year is unknown
AUA	Day is accurate, month is unknown, year is accurate
AUE	Day is accurate, month is unknown, year is estimated
AUU	Day is accurate, month and year are unknown
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
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
UUE	Day and month are unknown, year is estimated
UUU	Day, month and year are unknown

**Collection and usage attributes**

<p><b>Guide for use:</b></p>	<p>Any combination of the values A, E, U representing the corresponding level of accuracy of each date component of the reported date.</p> <p>This data element consists of a combination of three codes, each of which denotes the accuracy of one date component:</p> <ul style="list-style-type: none"> <li>▪ A – date component is accurate</li> <li>▪ E – date component is not known but is estimated</li> <li>▪ U – date component is not known and not estimated</li> </ul> <p>This data element contains positional fields (DMY) that reflects the order of the date components (DDMMYYYY) of the reported date:</p> <ul style="list-style-type: none"> <li>▪ Field 1 (D) – refers to the accuracy of the day component</li> <li>▪ Field 2 (M) – refers to the accuracy of the month component</li> <li>▪ Field 3 (Y) – refers to the accuracy of the year component</li> </ul>
------------------------------	--

	Date component (for a format: DDMMYYYY)		
	(D)ay	(M)onth	(Y)ear
	Accurate	A	A
	Estimated	E	E
	Unknown	U	U

*Data quality edits*

<b>Edit Number</b>	<b>Message</b>	<b>Severity</b>
105	Blank value not permitted	Critical
154	Date accuracy indicator incorrect for unknown DOB	Critical
155	Date accuracy indicator has invalid characters	Critical
156	Date accuracy indicator incorrect for known DOB	Critical

# Data Elements – Evaluation file

## Agency Identifier

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	The unique identifier assigned to a service provider		
<b>METeOR identifier:</b>	N/A		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Identifier	<b>Data type:</b>	Number
<b>Format:</b>	NNN	<b>Maximum character length:</b>	3
<b>Nullable:</b>	No	<b>CSV import column:</b>	A
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
NNN	The unique agency identifier issued by MHC		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	An agency identifier will be issued by MHC which is unique to the service provider. One (1) unique identifier should be used within each CSV file.		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>	<b>Severity</b>	
101	Invalid agency identifier	Critical	
105	Blank value not permitted	Critical	

## Client Identifier

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	Person identifier unique within an establishment or agency		
<b>METeOR identifier:</b>	<a href="#">290046</a>		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Identifier	<b>Data type:</b>	String
<b>Format:</b>	A(12)	<b>Maximum character length:</b>	12
<b>Nullable:</b>	No	<b>CSV import column:</b>	B
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
A(12)	The client's unique identifier for the organisation		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	Record the unique identifier for the client as generated from an organisation's CMS or manually generated. An organisation may use their alphabetic, numeric or alphanumeric coding systems. Do not use the client's name as the person identifier.		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>	<b>Severity</b>	
102	Invalid client identifier	Critical	
105	Blank value not permitted	Critical	
304	Client identifier cannot be matched	Critical	



## Episode Identifier

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	A numerical identifier that uniquely identifies a treatment episode provided by an agency identifier		
<b>METeOR identifier:</b>	N/A		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Identifier	<b>Data type:</b>	Number
<b>Format:</b>	N[NNNNNNN]	<b>Maximum character length:</b>	8
<b>Nullable:</b>	No	<b>CSV import column:</b>	C
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
N[NNNNNNN]	The episode unique identifier provided by the agency identifier		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	Record the unique identifier for the treatment episode generated from an organisation's CMS or manually generated. An organisation may use their numeric coding systems. An episode identifier in the episode collection file can only be used once against the agency identifier.		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>		<b>Severity</b>
105	Blank value not permitted		Critical
305	Episode identifier cannot be matched		Critical

## Evaluation Date

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	The date of when the evaluation questions were asked of the client		
<b>METeOR identifier:</b>	N/A		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Date	<b>Data type:</b>	Date
<b>Format:</b>	DDMMYYYY	<b>Maximum character length:</b>	8
<b>Nullable:</b>	No	<b>CSV import column:</b>	D
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
DD	Day (01 to 31)		
MM	Month (01 to 12)		
YYYY	Year		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	The date of when the evaluation (check-in) form was asked of the client. Date should be within the date range of the linked treatment episode identifier.		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>		<b>Severity</b>
105	Blank value not permitted		Critical
306	Duplicate evaluation dates		Critical
307	Evaluation date invalid		Critical
308	Evaluation date not in range of the linked closed episode		Critical

## Question 1: Have Used Primary Drug?

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	Over the last week, have you used your primary drug of concern?		
<b>METeOR identifier:</b>	N/A		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Code	<b>Data type:</b>	Number
<b>Format:</b>	N	<b>Maximum character length:</b>	1
<b>Nullable:</b>	No	<b>CSV import column:</b>	E
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
1	Not answered		
2	Several times a day		
3	Daily		
4	Most days of the week		
5	1-2 times a week		
6	Not at all		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	Where the linked episode identifier has client type coded as 2 (others drug use) or treatment delivery setting coded as 1 (residential), use permissible value one (1) only.		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>	<b>Severity</b>	
105	Blank value not permitted	Critical	
106	Invalid value submitted	Critical	
301	Response not applicable to residential client	Critical	
302	Response not applicable to other's drug use client type	Critical	

## Question 2: Have Used Other Drug?

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	Over the last week, have you used other drug/s of concern?		
<b>METeOR identifier:</b>	N/A		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Code	<b>Data type:</b>	Number
<b>Format:</b>	N	<b>Maximum character length:</b>	1
<b>Nullable:</b>	No	<b>CSV import column:</b>	F
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
1	Not answered		
2	Several times a day		
3	Daily		
4	Most days of the week		
5	1-2 times a week		
6	Not at all		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	Where the linked episode identifier has client type coded as 2 (others drug use) or treatment delivery setting coded as 1 (residential), use permissible value one (1) only. Evaluations completed in a custodial/prison setting should also be a value of one (1).		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>	<b>Severity</b>	
105	Blank value not permitted	Critical	
106	Invalid value submitted	Critical	
301	Response not applicable to residential client	Critical	
302	Response not applicable to other's drug use client type	Critical	

### Question 3: Physical Health Condition

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	Over the last week, how has your physical health been?		
<b>METeOR identifier:</b>	N/A		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Code	<b>Data type:</b>	Number
<b>Format:</b>	N	<b>Maximum character length:</b>	1
<b>Nullable:</b>	No	<b>CSV import column:</b>	G
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
1	Not answered		
2	Very poor		
3	Fair		
4	Satisfactory		
5	Good		
6	Very Good		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	Permissible value required where the linked episode identifier is any client type (i.e. asked for all clients).		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>	<b>Severity</b>	
105	Blank value not permitted	Critical	
106	Invalid value submitted	Critical	

## Question 4: Mental Health Condition

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	Over the last week, how has your mental health been (e.g. your emotional wellbeing/stress level)?		
<b>METeOR identifier:</b>	N/A		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Code	<b>Data type:</b>	Number
<b>Format:</b>	N	<b>Maximum character length:</b>	1
<b>Nullable:</b>	No	<b>CSV import column:</b>	H
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
1	Not answered		
2	Very poor		
3	Fair		
4	Satisfactory		
5	Good		
6	Very Good		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	Permissible value required where the linked episode Identifier is any client type (i.e. asked for all clients).		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>	<b>Severity</b>	
105	Blank value not permitted	Critical	
106	Invalid value submitted	Critical	

## Question 5: Overall Quality of Relationships

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	Over the last week, how have your relationships with other people been?		
<b>METeOR identifier:</b>	N/A		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Code	<b>Data type:</b>	Number
<b>Format:</b>	N	<b>Maximum character length:</b>	1
<b>Nullable:</b>	No	<b>CSV import column:</b>	I
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
1	Not answered		
2	Very poor		
3	Fair		
4	Satisfactory		
5	Good		
6	Very Good		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	Permissible value required where the linked episode identifier is any client type (i.e. asked for all clients).		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>	<b>Severity</b>	
105	Blank value not permitted	Critical	
106	Invalid value submitted	Critical	

## Question 6: Is Confidence to reduce AOD use increased?

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	Today, has your confidence in being able to reduce or stop your alcohol/drug use increased?		
<b>METeOR identifier:</b>	N/A		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Code	<b>Data type:</b>	Number
<b>Format:</b>	N	<b>Maximum character length:</b>	1
<b>Nullable:</b>	No	<b>CSV import column:</b>	J
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
1	Not answered		
2	Not at all		
3	A little		
4	Moderately		
5	A lot		
6	Extremely		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	Where the linked episode identifier has client type coded as 2 (others drug use), use permissible value one (1) only.		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>	<b>Severity</b>	
105	Blank value not permitted	Critical	
302	Response not applicable to other's drug use client type	Critical	



## Question 7: Is Confidence to respond to AOD Issue increased?

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	Today, has your confidence in being able to respond to AOD issues increased?		
<b>METeOR identifier:</b>	N/A		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Code	<b>Data type:</b>	Number
<b>Format:</b>	N	<b>Maximum character length:</b>	1
<b>Nullable:</b>	No	<b>CSV import column:</b>	K
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
1	Not answered		
2	Not at all		
3	A little		
4	Moderately		
5	A lot		
6	Extremely		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	Where the linked episode identifier has client type coded as 1 or 3 (i.e. not others drug use), use permissible value one (1) only.		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>	<b>Severity</b>	
105	Blank value not permitted	Critical	
106	Invalid value submitted	Critical	
301	Response not applicable to residential client	Critical	
303	Response not applicable to own drug use client type	Critical	

## Question 8: Overall Service Satisfaction

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	Today, how satisfied are you with the service provided?		
<b>METeOR identifier:</b>	N/A		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Code	<b>Data type:</b>	Number
<b>Format:</b>	N	<b>Maximum character length:</b>	1
<b>Nullable:</b>	No	<b>CSV import column:</b>	L
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
1	Not answered		
2	Not at all		
3	A little		
4	Moderately		
5	A lot		
6	Extremely		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	Permissible value required where the linked episode identifier is any client type (i.e. asked for all clients).		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>		<b>Severity</b>
105	Blank value not permitted		Critical
106	Invalid value submitted		Critical

# Data Elements – Occasion file

## Agency Identifier

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	The unique identifier assigned to a service provider		
<b>METeOR identifier:</b>	N/A		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Identifier	<b>Data type:</b>	Number
<b>Format:</b>	NNN	<b>Maximum character length:</b>	3
<b>Nullable:</b>	No	<b>CSV import column:</b>	A
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
NNN	The unique agency identifier issued by the MHC		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	An agency identifier will be issued by MHC which is unique to the service provider. One (1) unique identifier should be used within each CSV file.		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>	<b>Severity</b>	
101	Invalid agency identifier	Critical	
105	Blank value not permitted	Critical	

## Client Identifier

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	Person identifier unique within an establishment or agency		
<b>METeOR identifier:</b>	<a href="#">290046</a>		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Identifier	<b>Data type:</b>	String
<b>Format:</b>	A(12)	<b>Maximum character length:</b>	12
<b>Nullable:</b>	No	<b>CSV import column:</b>	B
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
A(12)	The client's unique identifier for the organisation		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	Record the unique identifier for the client as generated from an organisation's CMS or manually generated. An organisation may use their alphabetic, numeric or alphanumeric coding systems. Do not use the client's name as the identifier.		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>	<b>Severity</b>	
102	Invalid client identifier	Critical	
105	Blank value not permitted	Critical	

## Episode Identifier

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	A numerical identifier that uniquely identifies a treatment episode provided by an agency identifier		
<b>METeOR identifier:</b>	N/A		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Identifier	<b>Data type:</b>	Number
<b>Format:</b>	N[NNNNNNN]	<b>Maximum character length:</b>	8
<b>Nullable:</b>	No	<b>CSV import column:</b>	C
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
N[NNNNNNN]	The episode unique identifier provided by the agency identifier		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	Record the unique identifier for the treatment episode generated from an organisation CMS or manually generated. An organisation may use their numeric coding systems. An episode identifier in the episode collection file can only be used once against the agency identifier.		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>	<b>Severity</b>	
103	Duplicate episode identifier	Critical	
105	Blank value not permitted	Critical	

## Service Contact Date Time

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	The occasion started on this date and time by the clinician		
<b>METeOR identifier:</b>	N/A		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Date/time	<b>Data type:</b>	Date/time
<b>Format:</b>	DDMMYYYYhh:mm:ss	<b>Maximum character length:</b>	16
<b>Nullable:</b>	No	<b>CSV import column:</b>	D
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
DD	Day (01 to 31)		
MM	Month (01 to 12)		
YYYY	Year		
hh	Hour (00 to 23)		
mm	Minute (00 to 59)		
ss	Second (00 to 59)		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	The occasion started on this date and time by the clinician.		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>	<b>Severity</b>	
105	Blank value not permitted	Critical	
150	Date submitted set into future	Critical	

## Duration

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	The duration of time measured between the commencement and the end of the occasion, represented by total minutes		
<b>METeOR identifier:</b>	N/A		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Total	<b>Data type:</b>	Number
<b>Format:</b>	N[NN]	<b>Maximum character length:</b>	3
<b>Nullable:</b>	No	<b>CSV import column:</b>	E
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
N[NN]	Minutes		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	The total duration of the occasion in minutes between 0 and 999.		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>		<b>Severity</b>
105	Blank value not permitted		Critical
106	Invalid value submitted		Critical

## Contact Type

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	The contact type of the occasion		
<b>METeOR identifier:</b>	N/A		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Code	<b>Data type:</b>	Number
<b>Format:</b>	N	<b>Maximum character length:</b>	1
<b>Nullable:</b>	No	<b>CSV import column:</b>	F
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
1	Direct client occasion		
2	Indirect client occasion		
3	Clinical occasion to non-client		
4	Therapeutic group		
5	Staff development		
6	Service development		
7	Community education, support and development		
8	Other activity		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	<p><u>Permissible value 1: Direct client occasion</u> Therapeutic interventions provided by clinical staff members directly to the client, either face to face individually or by phone (e.g. counselling session focused on the client's treatment plan).</p> <p><u>Permissible value 2: Indirect client occasion</u> Client related clinical activity – doesn't involve direct contact with the client (e.g. contact on behalf of client).</p> <p><u>Permissible value 3: Clinical occasion to non-client</u> Client occasions provided to people who do not have a client identifier (e.g. duty – non client).</p> <p><u>Permissible value 4: Therapeutic group</u> Therapeutic interventions provided by clinical staff members directly to the client in a group setting (e.g. where 2 or more people are present).</p> <p><u>Permissible value 5: Staff development</u> Activity related to the professional development of staff members (e.g. professional development).</p> <p><u>Permissible value 6: Service development</u> Activity related to reviewing and improving service provision, and/or promoting the service (e.g. stakeholder meeting).</p>		



	<p><u>Permissible value 7: Community education, support and development</u> Activity related to evidence-based prevention initiatives and community education (e.g. workforce development - provision of education and training to health and welfare professionals).</p> <p><u>Permissible value 8: Other activity</u> All other activity related to running or delivering service (e.g. travel time to/from outreach locations).</p>	
<i>Data quality edits</i>		
<b>Edit Number</b>	<b>Message</b>	<b>Severity</b>
105	Blank value not permitted	Critical
106	Invalid value submitted	Critical

## Contact Method

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	The contact method of the occasion		
<b>METeOR identifier:</b>	N/A		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Code	<b>Data type:</b>	Number
<b>Format:</b>	N	<b>Maximum character length:</b>	1
<b>Nullable:</b>	No	<b>CSV import column:</b>	G
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
1	Face to face		
2	Telephone		
3	Group		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	<p><u>Permissible value 1: Face to face</u> Where the contact type was delivered in person.</p> <p><u>Permissible value 2: Telephone</u> Where the contact type was delivered via the telephone.</p> <p><u>Permissible value 3: Group</u> Where the contact type was delivered in a group setting (two (2) or more people present).</p>		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>	<b>Severity</b>	
105	Blank value not permitted	Critical	
106	Invalid value submitted	Critical	

## Outcome

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	The outcome of this occasion		
<b>METeOR identifier:</b>	N/A		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Code	<b>Data type:</b>	Number
<b>Format:</b>	N	<b>Maximum character length:</b>	1
<b>Nullable:</b>	No	<b>CSV import column:</b>	H
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
1	Attended		
2	Did not attend		
3	Cancelled by client		
4	Cancelled by service		
5	Unable to contact		
6	Other		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	<p><u>Permissible value 1: Attended</u> The occasion occurred as planned for the contact method of face, group or telephone.</p> <p><u>Permissible value 2: Did not attend</u> The occasion did not occur as planned for the contact method of face, group or telephone.</p> <p><u>Permissible value 3: Cancelled by client</u> The occasion was planned however the client made contact with the service provider to cancel.</p> <p><u>Permissible value 4: Cancelled by service</u> The occasion was planned however the service provider made contact with the client to cancel.</p> <p><u>Permissible value 5: Unable to contact</u> To be used for telephone contact method occasions where the service provider was unable to contact the intended destination.</p> <p><u>Permissible value 6: Other</u> Any other outcome not mentioned above.</p>		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>	<b>Severity</b>	
105	Blank value not permitted	Critical	
106	Invalid value submitted	Critical	

## Location

<i>Identifying and definitional attributes</i>			
<b>Definition:</b>	The physical location of where the occasion was delivered		
<b>METeOR identifier:</b>	N/A		
<i>Value domain attributes</i>			
<b>Representation class:</b>	Code	<b>Data type:</b>	Number
<b>Format:</b>	N	<b>Maximum character length:</b>	1
<b>Nullable:</b>	No	<b>CSV import column:</b>	1
<i>Permissible values</i>			
<b>Value</b>	<b>Meaning</b>		
1	Agency		
2	Home		
3	Hospital		
4	Adult prison		
5	Juvenile detention		
6	Other agency		
7	Other		
<i>Collection and usage attributes</i>			
<b>Guide for use:</b>	<p><u>Permissible value 1: Agency</u> Occasion was delivered or planned to occur at the agency.</p> <p><u>Permissible value 2: Home</u> Occasion was delivered or planned to occur at the client's home.</p> <p><u>Permissible value 3: Hospital</u> Occasion was delivered or planned to occur at a hospital.</p> <p><u>Permissible value 4: Adult prison</u> Occasion was delivered or planned to occur at an adult prison</p> <p><u>Permissible value 5: Juvenile detention</u> Occasion was delivered or planned to occur at juvenile detention centre</p> <p><u>Permissible value 6: Other agency</u> Occasion was delivered or planned to occur at another agency that is not the service provider (e.g. outreach location).</p> <p><u>Permissible value 7: Other</u> Occasion was delivered or planned to occur not in codes 1 to 6</p>		
<i>Data quality edits</i>			
<b>Edit Number</b>	<b>Message</b>	<b>Severity</b>	
105	Blank value not permitted	Critical	
106	Invalid value submitted	Critical	

# Appendix 1 - Data quality edits

Edit	Severity	Criteria
101	Critical	Agency identifier not recognised
102	Critical	Client identifier contains non-alphanumeric characters
103	Critical	Episode identifier can only be used once within an agency identifier
104	Critical	Episodes cannot have same agency identifier, client identifier, date of commencement and main treatment type
105	Critical	Value must be submitted
106	Critical	Not a permissible value
107	Critical	Value must not be supplied
110	Critical	Code not listed in the Australian Standard Classification of Drugs of Concern (ASDC 2011)
111	Critical	Value must be supplied where client type is 1 or 3
112	Critical	Value must be different to principal drug of concern, with the exception of code 9999
113	Critical	Values cannot be same as other drug of concerns, with the exception of Code 9999 (miscellaneous drugs) and null values
114	Critical	Other drug of concern cannot be submitted if preceding drug of concern(s) blank
115	Critical	Principal drug of concern should be blank when client type is code 2
116	Critical	Other drug of concern should be blank when client type is code 2
117	Critical	Method of use for principal drug of concern should be blank when client type is code 2
120	Critical	Must be a residential suburb as listed on Australia Post website or a supplementary value
121	Critical	Postcode not listed on Australia Post website or a supplementary value
122	Critical	Suburb and postcode do not match as a residential address listed on Australia Post website or a supplementary value
130	Critical	Code not listed in the Standard Australian Classification of Countries (SACC 2016)
131	Critical	Code not listed in the Australian Standard Classification of Languages (ASCL 2016)
140	Critical	Main treatment type value must be 5 where service is THASP
141	Critical	Treatment delivery setting value must be 1 where service is THASP
142	Critical	Main treatment type was coded 2, 5, 6 or 7 and treatment delivery setting was coded 2 - excludes THASP services
143	Critical	Main treatment type submitted does not apply to the agency identifier
144	Critical	Multiple episodes within 90 days with no change in treatment type, setting or principal drug of concern for the same client and service
150	Critical	Date should not be greater than extract date

151	Critical	If date of cessation blank, reason for cessation value should be zero (0)
152	Critical	If date of cessation submitted, reason for cessation value should be 1 to 13
153	Critical	Date of commencement cannot be greater than date of cessation
154	Critical	Date accuracy indicator can only be UUU if date of birth is unknown (01011900)
155	Critical	Date accuracy indicator can only contain characters A,E or U
160	Critical	SLK family name can only be 3 characters
161	Critical	SLK given name can only be 2 characters
162	Critical	Letters of family name must only contain letters, 2 and 9
163	Critical	Letters of given name must only contain letters, 2 and 9
164	Critical	'2' should always be preceded by a letter of the alphabet
165	Critical	'2' should always be preceded by a letter of the alphabet
170	Critical	Referral ID required for court or police diversion referral source
171	Critical	Referral ID not in the required format (CIRNNNNNNN)
172	Critical	Referral ID not in the required format (ODIRNNNNNNN)
173	Critical	Referral ID not in the required format (AATNNNNNNN)
174	Critical	Referral ID not in the required format (NNNNNNNN)
175	Critical	Diversion referral ID submitted for a non-diversion episode
176	Critical	Police diversion cannabis episode should be same start and end date
177	Critical	Must only contain value 0, 3, 5, 12, 13
178	Critical	Reason for cessation value 12 can only be used for a diversion referral source
179	Critical	Main treatment type must be value 2 (counselling) where source of referral value is 8 or 16
180	Critical	Court diversion referral source not applicable to client type code 2
190	Critical	Value (1-5) must be supplied where the Client type is code 1 or 3
191	Critical	Method of use value is 1 (inject) but drug last injected is value 4 (never injected)
192	Critical	Client type code 2 cannot be used for main treatment type 1, 3, 4
193	Critical	Cannot be in 2 residential treatment settings at same time
194	Critical	Treatment setting must be value 1 for main treatment type value 3
201	Warning	Supplementary value of zero (0) submitted
202	Warning	Supplementary value of zero (0) submitted
203	Warning	Supplementary value of zero (0) submitted
204	Warning	Supplementary value of zero (0) submitted
205	Warning	Supplementary value of five (5) submitted
210	Warning	Code '9999' should only be used where the drug of concern is not found elsewhere in the ASDC 2011
220	Warning	Code 0003 submitted
230	Warning	Code 0002 submitted
240	Warning	Must be at least 10 years old at start of treatment for inclusion in AODTS NMDS
241	Warning	All Dates of birth must be within 100 years of the date of commencement (for inclusion in AODTS NMDS), unless using the default date of birth (01011900)
250	Warning	Client type code 2 submitted with police diversion (AAT, CIR or ODIR) referral source
260	Warning	Main treatment type value 6, length of treatment greater than 100 days
261	Warning	Main treatment type value 7, length of treatment greater than 90 days

262	Warning	Main treatment type value 1, length of treatment greater than 14 days
263	Warning	Main treatment type value 3, length of treatment greater than 180 days
264	Warning	THASP service episode where the length of treatment greater than 180 days
301	Critical	Value 1 must be submitted where treatment delivery setting value is 1
302	Critical	Value 1 must be submitted where client type value is 2
303	Critical	Value 1 must be submitted where client type value is 1 or 3
304	Critical	Evaluation file has a client identifier not submitted in the episode collection
305	Critical	Evaluation file has a an episode identifier not submitted in the episode collection
306	Critical	Cannot have two (2) evaluations for same day, same treatment episode
307	Critical	Date should not be greater than extract date
308	Critical	Evaluation date should be within range of the closed treatment episode dates



Government of **Western Australia**  
Mental Health Commission



GPO Box X2299, Perth  
Business Centre WA 6847

Level 1, 1 Nash Street  
Perth WA 6000

T (08) 6553 0600

**[mhc.wa.gov.au](http://mhc.wa.gov.au)**

