



Australian Government

Australian Institute of Health and Welfare

Disability Services National Minimum Data Set Collection

Data Transmission and Technical Guide 2018-19

Queensland Edition

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Summary

The *Disability Services National Minimum Data Set (DS NMDS) Data Transmission and Technical Guide* has been developed to assist funded agencies to provide data for the DS NMDS collection. It sets out the technical requirements for the handling and submission of DS NMDS data.

The guide is one of a range of national collection documents relating to the DS NMDS collection.

This Queensland Edition has been tailored for agencies funded by the Department of Communities, Disability Services and Seniors, to incorporate local Service Agreement output reporting requirements and contact details for any questions or comments.

1 Introduction

1.1 Purpose

The DS NMDS data transmission and technical guide has been developed to assist funded agencies to provide data for the DS NMDS. It sets out technical requirements for the collection and it is envisaged that this document will be used by agencies wishing to develop their own data transmission software; agencies wishing to purchase commercial software; and agencies wishing to update their existing databases to meet the requirements of the DS NMDS collection. The specification should also be a useful reference tool for people developing software for agency systems.

It is essential that this guide be used in conjunction with other documentation for the DS NMDS collection. In particular, the DS NMDS Data Guide should be referred to for question phrasing and further definitional information and background (e.g. justification for questions).

Agencies must contact the Department of Communities, Disability Services and Seniors (Provider Reporting and Data Quality) before using this guide to develop software or alter their databases.

The department accepts the usage of systems developed for/by agencies to aid the collection of data; however, the department is unable to provide any technical support for these systems. It is the responsibility of the agency to liaise with the technical staff of the Own System provider if there are any issues relating to the software. The department is available for advice and support on any non-technical issues such as data items, data item definitions or service type definitions (see section 1.5 for contact details).

1.2 Included in this document

Codes - includes general rules for use of codes.

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

Data relationships - diagram of data relationships.

Data transmission - sets out the national requirements for data types, formats and minimum and maximum field sizes for data transmission from agencies.

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

1.3 Intended users of this document

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

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

should not rely solely on this specification, but should also use the other materials referred to here and consult the department.

1.4 Reporting Period

Agencies need to collect and store information on an ongoing basis, for transmission to their funding department at the end of each reporting period. The reporting period in Queensland is quarterly, based on the financial year.

1.5 More information or comments

For further information about the DS NMDS collection or to make comments on this guide, please contact the department. See the Contacts and Quick Information Guide published on the [DS NMDS Resources Page on ODC for contact details](#)¹.

1.6 Copies of this and related documents

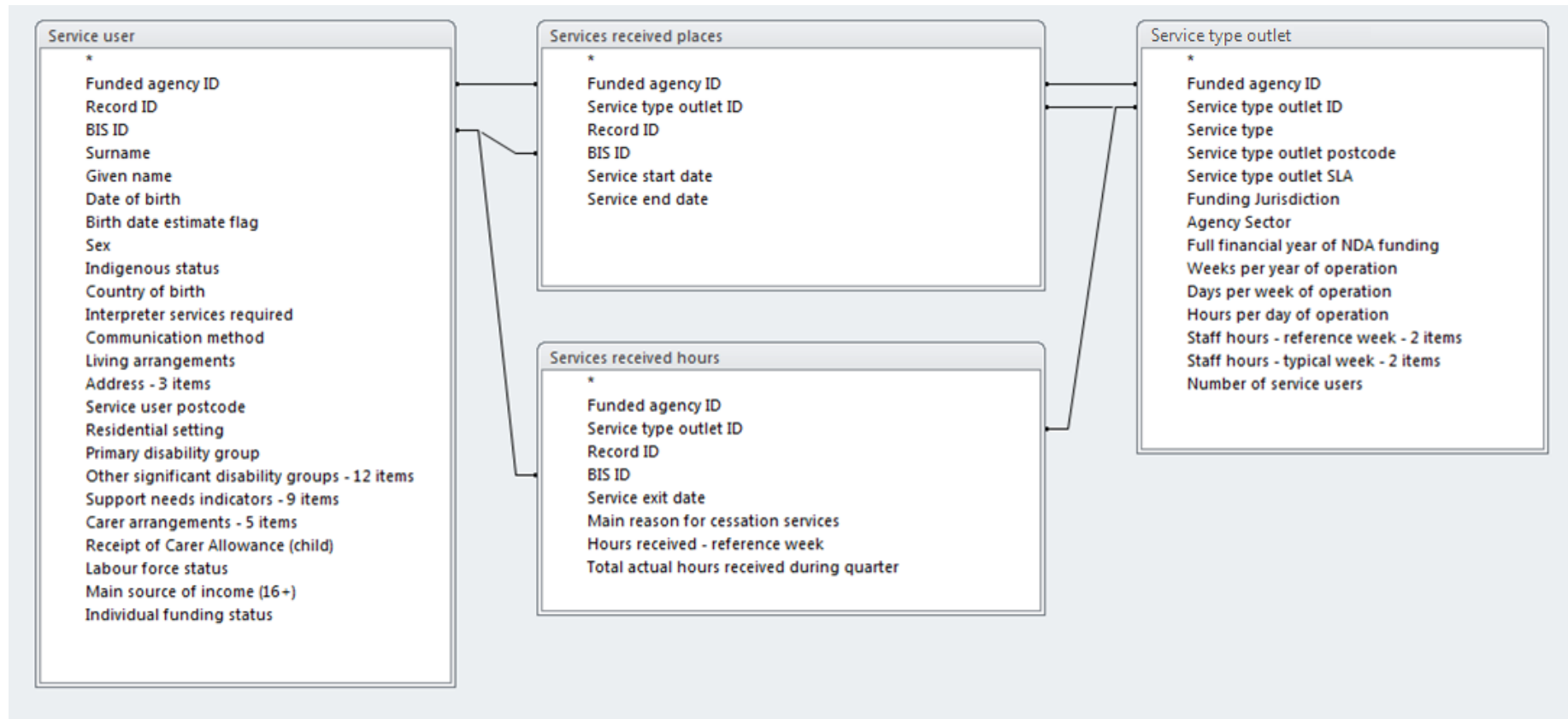
A copy of this document can be obtained from the department's [DS NMDS Resources Page on ODC](#)². This website also contains the DS NMDS Data Guide.

¹ https://odc.disability.qld.gov.au/help_resources/resources_ext.aspx

² https://odc.disability.qld.gov.au/help_resources/resources_ext.aspx

2 Data Relationships

Figure 1: Data relationships between service users, service type outlet and services received items



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

3 Data Transmission

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

1. **Service type outlet** - This file will have one record per 'Service type outlet ID'. Each record is uniquely identified by 'Funded agency ID' combined with 'Service type outlet ID'.
2. **Services received places** - May have more than one record per service user per 'Service type outlet ID'. Each record is uniquely identified by 'Funded agency ID', 'Service type outlet ID', 'Record ID' and 'BIS ID'.
3. **Services received hours**— - May be one per service user per 'Service type outlet ID'. Each record is uniquely identified by 'Funded agency ID', combined with 'Service type outlet ID', 'Record ID' and 'BIS ID'.

In Queensland, agencies are not required to upload service user data. Where service user data displayed in the Online Data Collection (ODC) are considered incorrect and requiring update, agencies should contact the relevant departmental Regional Data Support Officer. This guide retains details of the requirements for Service User Data from the national guide, for information only.

Web address for transmission of files:

<https://secure.disability.qld.gov.au/ngo/login.aspx>

Note:

- Service types 6.01–6.05 (Advocacy, information and print disability) and 7.01–7.04 (Other support) are not required to collect any service user data items. It is acceptable to submit empty "hours" and "places" files, or not to submit these files at all.
- All dates are in the format ddmmyyyy.
- The only fields that can be empty are those that have a specified minimum size of 0.

The 'Label' field overleaf refers to the identifier used in the associated *DS NMDS Data Guide* for the collection.

3.1 Service Type Outlet

Label	Item	Data type	Format	Minimum size	Maximum size
A	Funded agency ID	Numeric Code	NNNNNNN	6	7
B	Service type outlet ID	Numeric Code	NNNNNN.NNN	6	10
C	Service type	Numeric Code	N.NNN	4	5
D	Service type outlet postcode	Numeric Code	NNNN	4	4
E	Service type outlet SLA	Numeric Code	NNNNNNNNN	9	9
F	Funding jurisdiction	Numeric Code	NN	2	2
G	Agency sector	Numeric Code	N	1	1
1	Full financial year of NDA funding	Numeric Code	N	1	1
2	Weeks per year of operation	Quantity	99	1	2
3	Days per week of operation	Quantity	99	1	2
4	Hours per day of operation	Quantity	99	1	2
5a	Staff hours - reference week - paid staff	Quantity	99999	1	5
5b	Staff hours - reference week - unpaid staff	Quantity	99999	0	5
6a	Staff hours - typical week - paid staff	Quantity	99999	1	5
6b	Staff hours - typical week - unpaid staff	Quantity	99999	0	5
7	Number of service users	Quantity	99999	1	5

For example, service type outlet file field formats viewed in a .CSV format: (Note: there are to be no spaces in the header row names)

FundedAgencyId	ServiceTypeOutletId	ServiceType	ServiceTypeOutlet Postcode	ServiceType OutletSLA	FundingJurisdiction	AgencySector	OperateFull Year	WeeksPer Year	DaysPer Week	HoursPer Day	RWPaidStaff Hours	RWUnpaidStaffHours	TWPaidStaffHours	TWUnpaidStaffHours	NumOfServiceUsers
6001234	555555.401	4.021	4000	900032145	13	4	1	52	7	24	100	0	100	2	3

3.2 Service User

Note: This section is provided for **information only**. Data in the following fields are not required to be transmitted to the Department of Communities, Disability Services and Seniors. If service user data require updating, please send an email request to ProviderReporting@communities.qld.gov.au.

Label	Item	Data type	Format	Minimum size	Maximum size
A	Funded agency ID	Numeric Code	NNNNNNNN	6	7
1	BIS ID	Numeric Code	NNNN-NNNN	9	9
1b	Record ID	Numeric Code	NNNNNNNNNN	1	10
2a	Letters of surname	Alphanumeric	XXXXXXXXXX	2	25
2b	Letters of given name	Alphanumeric	XXXXXXXXXXXX	2	15
2c	Date of birth	Date	ddmmyyyy	8	8
2d	Birth date estimate flag	Boolean	0 or 1	0	1
2e	Sex	Numeric Code	N	1	1
3	Indigenous status	Numeric Code	N	0	1
4	Country of birth	Numeric Code	NNNN	1	4
5	Interpreter services required	Numeric Code	N	1	1
6	Communication method	Numeric Code	N	1	1
7	Living arrangements	Numeric Code	N	1	1
8a	Address line 1	Alphanumeric Code	XXXXX....XXXX	0	80
8b	Address line 2	Alphanumeric Code	XXXXX....XXXX	1	80
8c	Suburb/town	Alphanumeric Code	XXXXX....XXXX	1	40
8d	Service User postcode	Numeric Code	NNNN	3	4
9	Residential setting	Numeric Code	NN	1	2
10a	Primary disability group	Numeric Code	NN	1	2
10b/1	Intellectual	Boolean	0 or 1	0	1
10b/2	Specific learning/ADD	Boolean	0 or 1	0	1
10b/3	Autism	Boolean	0 or 1	0	1

Label	Item	Data type	Format	Minimum size	Maximum size
10b/4	Physical	Boolean	0 or 1	0	1
10b/5	Acquired brain injury	Boolean	0 or 1	0	1
10b/6	Neurological	Boolean	0 or 1	0	1
10b/7	Deafblind	Boolean	0 or 1	0	1
10b/8	Vision	Boolean	0 or 1	0	1
10b/9	Hearing	Boolean	0 or 1	0	1
10b/10	Speech	Boolean	0 or 1	0	1
10b/11	Psychiatric	Boolean	0 or 1	0	1
10b/12	Developmental Delay	Boolean	0 or 1	0	1
11a	Self care	Numeric Code	N	1	1
11b	Mobility	Numeric Code	N	1	1
11c	Communication	Numeric Code	N	1	1
11d	Interpersonal interactions and relationships	Numeric Code	N	1	1
11e	Learning, applying knowledge and general tasks and demands	Numeric Code	N	1	1
11f	Education	Numeric Code	N	1	1
11g	Community (civic) and economic life	Numeric Code	N	1	1
11h	Domestic life	Numeric Code	N	1	1
11i	Working	Numeric Code	N	1	1
12a	Carer - existence of	Numeric Code	N	1	1
12b	Carer - primary status	Numeric Code	N	0	1
12c	Carer - residency status	Numeric Code	N	0	1
12d	Carer - relationship to service user	Numeric Code	NN	0	2
12e	Carer - date of birth	Date	ddmmyyyy	0	8
13	Receipt of Carer Allowance (child)	Numeric Code	N	0	1
14	Labour force status	Numeric Code	N	0	1
15	Main source of income	Numeric Code	N	0	1

Label	Item	Data type	Format	Minimum size	Maximum size
16	Individual funding status	Numeric Code	N	1	1

3.3 Services Received Places

Label	Item	Data type	Format	Minimum size	Maximum size
A	Funded agency ID	Numeric Code	NNNNNNN	6	7
B	Service type outlet ID	Numeric Code	NNNNNN.NNN	6	10
1	BIS ID	Numeric Code	NNNN-NNNN	9	9
1b	Record ID	Numeric Code	NNNNNNNNNN	1	10
17a	Service start date	Date	ddmmyyyy	8	8
17b	Date service last received	Date	ddmmyyyy	8	8

For example, services received places file field formats viewed in a .CSV format: *(Note: there are to be no spaces in the header row names)*

fundedagencyid	servicetypeoutletid	bisid	recordid	servicestartdate	serviceenddate
6001234	555555.401	9876-5432	2401	01012019	31032019

3.4 Services Received Hours

Label	Item	Data type	Format	Minimum size	Maximum size
A	Funded agency ID	Numeric Code	NNNNNNN	6	7
B	Service type outlet ID	Numeric Code	NNNNNN.NNN	6	10
1	BIS ID	Numeric Code	NNNN-NNNN	9	9
1b	Record ID	Numeric Code	NNNNNNNNN	1	10
17c	Service exit date	Date	ddmmyyyy	0	8
17d	Main reason for cessation of services	Numeric Code	NN	0	2
17e	Hours received – reference week	Quantity	999	0	3
17f	Total actual hours received during quarter	Quantity	9999	1	4

For example, services received hours file field formats viewed in a .CSV format: (*Note: there are to be no spaces in the header row names*)

fundedagencyid	servicetypeoutletid	bisid	recordid	serviceexitdate	reasonforleaving	hoursreceivedrefweek	hoursreceivedtotalquarter
6001234	55555.401	9876-5432	2401			168	2184

4 Code Values

4.1 General

The DS NMDS records information about services (agencies and service types) and the people who use them (person characteristics and service records) using coded values. This section outlines general rules and guidelines about the translation of information into coded values for electronic storage and transmission. Section 5 gives more detailed guidance on individual data items and their allowable coded values (responses). For a full explanation of the data items and their responses refer to the *DS NMDS Data Guide*. A copy of this document can be obtained from the DS NMDS Resources page on ODC at https://odc.disability.qld.gov.au/help_resources/resources_ext.aspx

Data items included in the DS NMDS have been normalised³ to construct a relational database; see section 2 for data relationships. Identification numbers included (i.e. Funded agency ID and Service type outlet ID) are those advised by jurisdictions.

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

All data items in the DS NMDS are mandatory in the sense that they must be collected by all agencies (with exceptions for some items for some service types - see section 4.10). The concept of a mandatory data item in software terms is very different. The mandatory status of a data item as defined in Tables 5.1 to 5.4 refers to whether or not an item can be left blank. If the item is mandatory, it cannot be left as a blank field; if the item is not mandatory, it can be left as a blank field. A mandatory status of 'conditional' means the item's mandatory status depends on the response to a previous data item - it will require a response if the item was answered with one particular code, but can be left blank otherwise. See the notes for Tables 5.1 to 5.4 for examples of how mandatory status is defined.

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

In addition to lists of English responses that correspond to code values, software should include a number of reference lists. Section 4.8 details data items that use reference lists and discusses where to obtain these lists.

³ Normalisation is the process by which a group of data elements are organised logically into a relational database structure, so that the values in each row of each table are dependent on the key of that table only, therefore eliminating duplication of data within the database.

4.2 Code Mapping

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

4.3 Blank responses allowed in certain circumstances

As noted above, all data items in the DS NMDS are mandatory in the sense that they must be collected by all agencies (with exceptions for some service types as set out in section 4.10). However, some data items can be left blank in specific circumstances.

These data items and the circumstances are listed below.

Service user data items (for information only):

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

Services received hours data items:

17c	Service exit date	Service continuing/service user has not left the service type outlet.
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Response to the following items is conditional on the DS NMDS service type. Please refer to the *DS NMDS Data Guide*, section 3.4, Table 3.1 for more information.

Service type outlet data items:

Label	Item	No response required for service types:
7	Number of service users	7.01 to 7.04 (Other support)

Service user data items (for information only):

Label	Item	No response required for service types:
3 to 16	All items except for funded agency ID, record ID, BIS ID, name, date of birth and sex	3.02 - Recreation/holiday programs
All	All	6.01 to 6.05 - Advocacy, information and alternative forms of communication 7.01 to 7.04 - Other support

Services received data items:

Label	Item	No response required for service types:
17d to f	All items except for funded agency ID, service type outlet ID, record ID and BIS ID	3.02 - Recreation/holiday programs
17e to f	Hours received – reference week Total actual hours received during quarter	1.01 to 1.041, 1.042, 1.081 to 1.083, 2.01 to 2.05, and 2.071 to 2.073

All	All	6.01 to 6.05 - Advocacy, information and alternative forms of communication 7.01 to 7.04 - Other support
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Response to the following items is conditional on responses to previous questions.

Service user data items (for information only):

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

Services received hours data items:

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

4.4 'Not stated' responses

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

As all data items in the DS NMDS are mandatory in a software sense (with the exceptions noted in sections 5.1 to 5.5), 'Not stated' response should **rarely be applied**. It is included in this guide in an effort to maximise the consistency of recording 'missing' data, but it should be noted that funding departments will not accept data where 'Not stated' is used excessively. The 'Not stated' response should **never** be set as the default and should **always** be last on a pick list. This response is accompanied by a code of 9, 99, etc. depending on the structure of the data item, as shown over page.

Service user data items (for information only):

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

Services received hours data items:

17d	Main reason for cessation of services	10
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In some data items, a value of 9 has specific meaning. Take particular care that a response of 9 for these items is used correctly. These data items are:

Service user data items (for information only):

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

Services received data items:

17d	Main reason for cessation of service
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Please also note that values of 9, 99, 999 and 9999 should not be used to denote missing values for items where a numerical response is valid. These items are listed below. Note that with the exception of service type outlet item 7 (number of service users), these items are non-mandatory and can therefore be left blank if necessary to denote a missing value (although this action should be a last resort).

Service type outlet data items:

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

Services received hours data items:

17e	Hours received - reference week
17f	Total actual hours received during quarter

4.5 ‘Not known’ responses

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

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

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

Service user data items (for information only):

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

4.6 Dates

All dates must be in the format ddmmyyyy (e.g. 01102006) for data transmission, however, software should allow a more user friendly format for data entry such as dd/mm/yyyy (e.g. 01/10/2006).

Dates should be validated by software so that dates such as 30 February are not accepted.

4.7 Calculated age

Some data validation requires cross checking with a service user’s calculated age, which can be derived from date of birth (item 2c). When the exact date of birth is not known, an

estimate of the year of birth and the day and month 01/01 is entered and the 'Birth date estimate flag' is ticked. In this case (i.e. when the 'Birth date estimate flag' is ticked) note that the jurisdictions and the AIHW will calculate age using 01/07 and the estimated year instead of 01/01, to reduce overestimation of age.

4.8 Reference lists

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

Service Type Outlet data items:

Label	Item	Reference list	Source
D	Service type outlet postcode	Australian suburb list with postcodes.	Australia post website — http://auspost.com.au/products-and-services/download-postcode-data.html Available for free download
E	Service type outlet SLA (Statistical Local Area)	Generated using Locality to SLA concordance data provided by the ABS.	Australian Bureau of Statistics (ABS) - The ABS provides (on request) a Locality to SLA Index that allows users to link data associated with suburbs and locality names to their corresponding SLA. For more information please email geography@abs.gov.au

Service User data items (for information only):

Label	Item	Reference list	Source
4	Country of birth	Australian Bureau of Statistics classification: Standard Australian Classification of Countries version 2.3 (SACC, (ABS) cat. No. 1269.0).	ABS website — http://www.abs.gov.au/AUSSTATS/abs@.nsf/DetailsPage/1269.02011?OpenDocument Available for free download
8d	Service user postcode	Postcode data file - Australian suburb list with postcodes. Ensure inclusion of the additional codes within the reference list (See section 3.3): 2999 NSW Postcode undefined 3999 Vic. Postcode undefined 4999 Qld Postcode undefined 5999 SA Postcode undefined 6999 WA Postcode undefined 7999 Tas. Postcode undefined 0899 NT Postcode undefined 2699 ACT Postcode undefined 9999 Not stated	Australia post website — http://auspost.com.au/products-and-services/download-postcode-data.html Available for free download

4.9 *DS NMDS Data Guide*

The current *DS NMDS Data Guide* should be included with any software used to enter and transmit DS NMDS data. A copy of this document can be obtained from the DS NMDS Resources page on ODC at https://odc.disability.qld.gov.au/help_resources/resources_ext.aspx.

4.10 Variance in requirements for data provision

Some service types are not required to collect all data items; see section 3, Table 3.2 in the *DS NMDS Data Guide*. Software should deal with these requirements, depending on service type, in the following ways:

- Service types 1.01 to 1.042, 2.064, 2.071 to 2.073, 6.01 to 6.05 and 7.01 to 7.04 are not required to fill out questions on hours received (items 17e to f). As these items are not mandatory in software this is not an issue that software is required to deal with. However, it is best practice for software to respond to the choice of these service types by automatically setting non-required questions to the appropriate 'Not stated/not applicable' code.
- Service type 3.02 is only required to collect service user items up to the statistical linkage key (questions 2a to 2e) and services received items 17a and 17b (from 2007-08 onwards). For these services it is recommended that subsequent fields which would normally require a response are automatically set to the appropriate 'Not stated' code. If the services received items are not yet collected, you may need to ask an additional question in relation to recreation service users such as 'Did this service user receive a service during this reporting period?' or 'What is the date the service user last received this service type?'
- Service types 6.01 to 6.05 and 7.01 to 7.04 are not required to collect any service user data items. It is acceptable to submit empty "hours" and "places" files, or not submit them at all.

5 Responses

Fields repeated for record linkage purposes are greyed.

The 'Label' below refers to the identifier used in the associated *DS NMDS Data Guide* for the collection.

5.1 Service Type Outlet

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

Label	Item	Responses	Mandatory status	Business rules for data validation <i>comments in italics</i>
A	Funded agency ID	Numeric < 8 characters	Yes	Is the same Funded agency ID as in the Funded agency file. The format of this field must be consistent across all files.
B	Service type outlet ID	Numeric 6-10 characters	Yes	Allocated by jurisdiction The format of this field must be consistent across all files.

Label	Item	Responses	Mandatory status	Business rules for data validation <i>comments in italics</i>	
C	Service type	Accommodation support	Community access	Yes	<i>Each Service type outlet has only one service type. Each service type transmitted must be a funded service type under the NDA.</i>
	1.01	Large residential/institution (>20 places) – 24 hour care	3.01 Learning and life skills development		
	1.014	Additional accommodation support – Large residential/institution (>20 places)	3.02 Recreation/holiday programs		State and territory service type outlets must not contain any service type codes of 5.01 or 5.02.
	1.02	Small residential/institution (7-20 places) – 24 hour care	3.022 Recreation/holiday programs		All service users coded under service type 2.02 (Early childhood intervention) should have a calculated age of 0–5 years.
	1.024	Additional accommodation support – Small residential/institution (7-20 places)	3.031 Other community access		
	1.041	Group home (<7 places)	3.032 Other community access		
	1.042	Group home (<7 places) – no direct financial control	3.033 Other community access		
	1.044	Additional accommodation support – Group home (<7 places)	Respite		
	1.05	Attendant care/personal care	4.01 Own home respite		All service users coded under service type 2.021 (Early intervention) should have a calculated age of 0–8 years.
	1.06	In-home accommodation support	4.021 Centre-based respite/respite homes (Department use only)		
	1.07	Alternative family placement	4.022 Centre-based respite/respite homes		
	1.081	Specialist services/Further education	4.031 Host family respite		
	1.082	Emergency or crisis accommodation support	4.032 Peer support respite		
	1.083	Holiday accommodation	4.04 Flexible respite		
		Community support	4.051 Crisis respite		
	2.01	Therapy support for individuals	4.052 Holiday respite		
	2.02	Early childhood intervention	Employment		
	2.021	Early intervention	Employment Services fall under Commonwealth jurisdiction and therefore Queensland does not report on them.		
	2.03	Behaviour/specialist intervention	Advocacy, information and alternative forms of communication		
	2.04	Counselling (individual/family/group)	6.01 Advocacy		
	2.05	Regional resource and support teams	6.02 Information/referral		
	2.062	Case management	6.03 Combined information/advocacy		
	2.064	Community development	6.04 Mutual support/self-help groups		
	2.066	Your Life Your Choice – Host provider support plan management and administration	6.05 Print disability/alternative formats of communication		
	2.067	Your Life Your Choice – Host provider establishment	Other support		
	2.071	Other community support	7.01 Research and evaluation		
	2.072	Other community support	7.02 Training and development		
	2.073	Other community support	7.03 Peak bodies		
			7.04 Other support services		

Label	Item	Responses	Mandatory status	Business rules for data validation <i>comments in italics</i>
D	Service type outlet postcode	Valid Australian postcode	Yes	<i>Where postcode unknown, include Help function with lookup link to Australia suburbs list to provide postcode. See section 4.8.</i> Must be a valid Australia Post postcode.
E	Service type outlet SLA	Australian Bureau of Statistics Statistical Local Area code (9 digit)	Yes	<i>See section 4.8.</i>
F	Funding jurisdiction	13 Queensland	Yes	<i>See DS NMDS Data Guide.</i>
G	Agency sector	1 Commonwealth government 2 State/Territory government 3 Local government 4 Income tax exempt charity 5 Non-income tax exempt	Yes	State and territory service type outlets must not be coded as '1' (Commonwealth government).
1	Full financial year of NDA funding	1 Yes 2 No	Yes	
2	Weeks per year of operation	1 to 52 90 - No regular pattern 99 – Not stated	Yes	
3	Days per week of operation	1 to 7 90 - No regular pattern	Yes	
4	Hours per day of operation	1 to 24 90 - No regular pattern	Yes	
5	Staff hours - reference week			
5a	Paid staff	0 to 99999	Yes	<i>Hours over the 7-day reference week.</i>

Label	Item	Responses	Mandatory status	Business rules for data validation <i>comments in italics</i>
5b	Unpaid staff	0 to 99999	Yes	
6	Staff hours - typical week			
6a	Paid staff	0 to 99999	Yes	<i>Hours per typical week during the reporting period</i>
6b	Unpaid staff	0 to 99999	Yes	
7	Number of service users	0 to 99999	Conditional	Must be answered by all service types except 7.01–7.04 (Other support).

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

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

5.2 Service User (for information only)

Label	Item	Responses	Mandatory status	Business rules for data validation <i>comments in italics</i>
A	Funded agency ID	Numeric < 8 characters	Yes	The Funded agency ID is the same as the Funded agency ID in the Service type outlet file. The format of this field must be consistent across all files.
1a	BIS ID	0000-0001 – 9999-9999	Yes	The format of this field must be consistent across all files.
1b	Record ID	1–9999999999 (max 10 digits)	Yes	This number is not necessarily unique across funded agencies but must be unique within the funded agency to link service user records across data tables. The format of this field must be consistent across all files. Note: If one or more of the service type outlets that are part of your funded agency submit separate data returns to the funding department (i.e. the funded agency does not collate all of its outlets data prior to transmission), please read on. Under this scenario, it is possible that two different service users within a funded agency are assigned the same record ID. This creates problems when the data are collated (at the jurisdiction level) because one record ID will be matched with incorrect records from the services received file. To avoid this situation, please ensure that each service type outlet within your funded agency uses distinct record IDs for service users. For example, you could add 1000, 2000 etc. to the record IDs of each outlet respectively. Such precautions will also assist funded agencies who collate electronic data from their service type outlets. <i>Can also be used for data checking (e.g. when there are queries about a particular service user record, such as excessive missing responses).</i>

Label	Item	Responses	Mandatory status	Business rules for data validation <i>comments in italics</i>
2 Statistical linkage key				
2a	Letters of surname	Alphanumeric up to 25 characters 999 not stated	Yes	Full last name must be provided. Where last name contains a hyphen, apostrophe, inflection, dash or space, ignore them and only enter the specified letters. Where the person's name is less than five letters long enter a '2' in the remaining squares. Where the name is missing or only an initial, enter a '9' in all the squares. In 'letters of surname', first character can never be a 2 and the second character cannot be a 2 if the third character is a letter.
2b	Letters of given name	Alphanumeric 15 characters 99 not stated	Yes	Full first name must be provided. Where first name contains a hyphen, apostrophe, inflection, dash or space, ignore them and only enter the specified letters. Where the person's name is less than three letters long enter a '2' in the remaining squares. Where the name is missing or only an initial, enter a '9' in all the squares. In 'letters of given name', the first character can never be a 2. Use only proper name – no nicknames.
2c	Date of birth	ddmmyyyy	Yes	Year should not be before 1900. Date of birth must be before or the same as 'service start date', 'date service last received' and 'service exit date' (services received file items 17a, 17b and 17c). Calculated age for all service users accessing service type 2.02 (early childhood intervention) should be 0 to 6 years. Calculated age for all service users accessing service type 2.021 (early intervention) should be 0 to 8 years. <i>If actual date of birth is unknown, enter 01/01 as the day and month and estimate the year of birth (Birth date estimate flag should then be ticked).</i> <i>Can be used to calculate age for various edit checks, see section 4.7.</i>
2d	Birth date estimate flag	0 No 1 Yes	No	Should only be marked if the day and month of the 'Date of birth' are 01/01, but does not have to be marked.

Label	Item	Responses	Mandatory status	Business rules for data validation <i>comments in italics</i>
2e	Sex	1 Male 2 Female 9 Not stated	Yes	<i>No default</i>
3	Indigenous status	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	No	<i>No default</i> <i>Can be left blank (see DS NMDS Data Guide).</i>
4	Country of birth	Numeric 4 digit ABS code 9999 Not stated, Inadequately described	Yes	<i>See section 4.8.</i>
5	Interpreter services required	1 Yes, for spoken language other than English 2 Yes, for non-spoken communication 3 No 9 Not stated	Yes	
6	Communication method	1 Spoken language (effective) 2 Sign language (effective) 3 Other effective non-spoken communication 4 Little, or no effective communication 5 Child aged under 5 years (not applicable) 9 Not stated	Yes	If communication method is coded as 'child under 5 years' (code 5), then calculated age should be 0 to 4. Conversely, if calculated age is 0 to 4, then communication method should be coded as 'child under 5 years' (code 5). If communication method is coded as 'little, or no effective communication' (code 4), then the need for support or assistance in the area of communication (Item 11c) should not be coded as 3 or 4 (i.e. 'Does not need help...').
7	Living arrangements	1 Lives alone 2 Lives with family 3 Lives with others 9 Not stated	Yes	If living arrangements is coded as 'lives alone' (code 1), then calculated age should be 11 to 110. If 'carer-residency status' (item 12c) is coded 1, 'Yes, co-resident carer' then 'Living arrangements' should not be 'lives alone' (code 1).
8a	Service User address line 1	Alphanumeric 80 characters	No	
8b	Service User address line 2	Alphanumeric 80 characters	Yes	
8c	Suburb/town	Alphanumeric 40 characters	Yes	

Label	Item	Responses	Mandatory status	Business rules for data validation <i>comments in italics</i>
8d	Service User postcode	Valid Australian postcode <i>including the following:</i> 2999 NSW Postcode undefined 3999 Vic. Postcode undefined 4999 Qld Postcode undefined 5999 SA Postcode undefined 6999 WA Postcode undefined 7999 Tas. Postcode undefined 0899 NT Postcode undefined 2699 ACT Postcode undefined 9999 Not stated	Yes	<i>Include Help function with lookup link to Australia suburbs list to provide postcode, See section 4.8.</i> Must be a valid Australia Post postcode.
9	Residential setting	1 Private residence 2 Residence within an Aboriginal/Torres Strait Islander Community 3 Domestic-scale supported living facility (e.g. group homes) 4 Supported accommodation facility (e.g. hostels, supported residential services or facilities) 5 Boarding house/private hotel 6 Independent living unit within a retirement village 7 Residential aged care facility (nursing home or aged care hostel) 8 Psychiatric/mental health community care facility 9 Hospital 10 Short term crisis, emergency or transitional accommodation facility (e.g. night shelters, refuges, hostels for the homeless, halfway houses) 11 Public place/temporary shelter 12 Other 99 Not stated	Yes	If residential setting is coded '3' or '4', then item 12c (Carer - residency status) should not be coded '1' (yes - co-resident carer).

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

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

Label	Item	Responses	Mandatory status	Business rules for data validation <i>comments in italics</i>
11e	Learning, applying knowledge and general tasks and demands	1 Unable to do or always needs help or supervision in this life area 2 Sometimes needs help or supervision in this life area 3 Does not need help or supervision in this life area but uses aids or equipment 4 Does not need help or supervision in this life area and does not use aids or equipment 5 Not applicable (due to age) 9 Not stated	Yes	If coded as 5 then calculated age must be less than 5 years.
11f	Education	Same as 11e	Yes	If coded as 5 then calculated age must be less than 5 years.
11g	Community (civic) and economic life	Same as 11e	Yes	If coded as 5 then calculated age must be less than 5 years.
11h	Domestic life	Same as 11e	Yes	If coded as 5 then calculated age must be less than 15 years.
11i	Working	Same as 11e	Yes	If coded as 5 then calculated age must be less than 15 years.
12	<i>Carer arrangements (informal)</i>			
12a	Carer - existence of	1 Yes 2 No 9 Not stated	Yes	If existence of carer is coded as 'yes' (code 1), then items 12b to 12e should be completed. If existence of carer is coded as 'no' or 'not stated' (codes 2 and 9), then items 12b to 12e should not be completed.
12b	Carer - primary status	1 Yes 2 No 9 Not stated	Conditional	If carer - primary status is marked item 12a should be coded 'yes' (code 1).
12c	Carer - residency status	1 Yes, Co-resident carer 2 No, Non-resident carer 9 Not stated	Conditional	If carer - residency status is marked then item 12a should be coded 'yes' (code 1). If carer - residency status is coded 1 'yes', then 'Living arrangements' (item 7) should not be 'lives alone' (code 1). If carer - residency status is coded '1' (yes - co-resident carer) then item 9 'residential setting' should not be coded '3' or '4'.

Label	Item	Responses	Mandatory status	Business rules for data validation <i>comments in italics</i>
12d	Carer - relationship to service user	1 Wife/female partner 2 Husband/male partner 3 Mother 4 Father 5 Daughter 6 Son 7 Daughter-in-law 8 Son-in-law 9 Other female relative 10 Other male relative 11 Friend/neighbour – female 12 Friend/neighbour – male 99 Not stated	Conditional	If marked then item 12a should be coded 'yes' (code 1). If coded as 1, 2, 3 or 4 then carer - age group (item 12e) should not be 'Less than 15 years' (code 1). If calculated age of service user is less than 15, then carer - relationship to service user should not be coded as 1, 2, 5, 6, 7 or 8 (Wife/female partner, Husband/male partner, Daughter, Son, Daughter-in-law or Son-in-law). If carer - relationship to service user is coded as 3 or 4 (mother or father), then calculated age of the service user should be less than 80. If carer - relationship to service user is coded as 3 or 4 (mother or father), then difference between the Carer – date of birth (item 12e) and the calculated age of the user should be greater than or equal to 15 years. If Carer - relationship to service user is coded as 5 or 6 (daughter or son), then the difference between the Carer – date of birth (item 12e) and the calculated age of the service user should be greater than or equal to 15 years.
12e	Carer - date of birth	ddmmyyy	Conditional	If marked then item 12a should be coded 'yes' (code 1). Year should not be before 1890. If Carer Date of Birth is after Service User Date of Birth then carer-relationship to service user (item 12d) should not be 'Daughter' or 'Son' (codes 5 or 6).
13	Receipt of Carer Allowance (Child)	1 Yes 2 No 3 Not known 9 Not stated	Conditional	Receipt of Carer Allowance (Child) should only be marked if the calculated age is <16.
14	Labour force status	1 Employed 2 Unemployed 3 Not in the labour force 9 Not stated	Conditional	Labour force status should only be marked if the calculated age is greater than or equal to 15.

Label	Item	Responses	Mandatory status	Business rules for data validation <i>comments in italics</i>
15	Main source of income	1 Disability Support Pension 2 Other pension or benefit 3 Paid employment 4 Compensation payments 5 Other income 6 Nil income 7 Not known 9 Not stated	Conditional	Main source of income should only be marked if the calculated age is 16 or more.
16	Individual funding status	1 Yes 2 No 3 Not known 9 Not stated	Yes	

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

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

5.3 Services Received Places by Service User

Services Received Places data items do not need to be provided for outlets with Service Types 6.01 to 6.05 (Advocacy, information and alternative forms of communication) or 7.01 to 7.04 (Other support). It is therefore acceptable for these service types to submit an empty 'services received' file.

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

Label	Item	Responses	Mandatory status	Business rules for data validation <i>comments in italics</i>
A	Funded agency ID	Numeric <8 characters	Yes	The Funded agency ID is the same as the Funded agency ID in the Service user file. The format of this field must be consistent across all files.
B	Service type outlet ID	Text 6-10 characters	Yes	The Service type outlet ID is the same as the Service type outlet ID in one of the Service type outlet files. The format of this field must be consistent across all files. <i>Service users may receive services from multiple service type outlets (including within the same agency).</i>
1	BIS ID	0000-0001 – 9999-9999	Yes	The format of this field must be consistent across all files.
1b	Record ID	1–9999999999	Yes	The Record ID must correspond to a Record ID in the Service User file. The format of this field must be consistent across all files.
17a	Service start date	ddmmyyyy	Yes	Required for each service user for each specified service type they receive in the reporting period. 'Service start date' must be a date after date of birth (service user file item 2c). 'Service start date' must be a date after or the same as the start of the reporting period.

Label	Item	Responses	Mandatory status	Business rules for data validation <i>comments in italics</i>
17b	Date service last received	ddmmyyy	Yes	<p>Required for each service user for each specified service type they receive in the reporting period.</p> <p>'Date service last received' must be a date the same as or after 'Service start date' (Item 17a).</p> <p>'Date service last received' must be a date before or the same as the end of the reporting period.</p> <p>Date service last received' must be a date the same as or after date of birth (service user file item 2c).</p> <p>Collection of this item is encouraged, though not required, for users of service type 3.02.</p>

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

- 'Yes' means that the data item cannot be left blank
- 'No' means that the data item can be left blank.

5.4 Services Received Hours by Service User

Services Received Hours data items do not need to be provided for outlets with Service Types 6.01 to 6.05 (Advocacy, information and alternative forms of communication) or 7.01 to 7.04 (Other support).

Each Service User (i.e. BIS ID) can have one Services Received Hours record for each Service Type Outlet ID, i.e. each Service User will receive one or more service types from an agency so it is possible that they have one Services Received Hours Record for each specified Service Type Outlet.

For outlets with service types 1.01 to 1.044, 1.081 to 1.083, 2.01 to 2.05 and 2.071 to 2.073 data items 17e and 17f do not need to be completed.

Label	Item	Responses	Mandatory status	Business rules for data validation <i>comments in italics</i>
A	Funded agency ID	Numeric <8 characters	Yes	The Funded agency ID is the same as the Funded agency ID in the Service user file. The format of this field must be consistent across all files.
B	Service type outlet ID	Text 6-10 characters	Yes	The Service type outlet ID is the same as the Service type outlet ID in one of the Service type outlet files. The format of this field must be consistent across all files. <i>Service users may receive services from multiple service type outlets (including within the same agency).</i>
1	BIS ID	0000-0001 – 9999-9999	Yes	The format of this field must be consistent across all files.
1b	Record ID	1–9999999999	Yes	The Record ID must correspond to a Record ID in the Service User file. The format of this field must be consistent across all files.

17c	Service exit date	ddmmyyyy	No	<p>Required for each service user for each specified service type they received and exited in the reporting period.</p> <p>If 'Service exit date' has been entered, then Main reason for cessation of service (Item 17d) should be completed.</p> <p>Date must be the same as or after Service start date (item 17a) and Date service last received (item 17b).</p> <p>'Service exit date' must be a date after the service user's date of birth (service user file item 2c).</p>
17d	Main reason for cessation of service	<p>1 Service user no longer needs assistance from Service type outlet - moved to mainstream services</p> <p>2 Service user no longer needs assistance from Service type outlet - other</p> <p>3 Service user moved to residential, institutional or supported accommodation setting</p> <p>4 Service user's needs have increased - other Service type required</p> <p>5 Services terminated due to budget/staffing constraints</p> <p>6 Services terminated due to Occupational Health and Safety (OHS) reasons</p> <p>7 Service user moved out of area</p> <p>8 Service user died</p> <p>9 Service user terminated service</p> <p>10 Other</p>	Conditional	<p>If Service exit date (Item 17c) has been entered, then 'Main reason for cessation of service' should be marked.</p> <p>If 'Main reason for cessation of service' has been entered, then 'Service exit date' (Item 17c) should be entered.</p>
17e	Hours received (reference week)	<p>1 to 168</p> <p>900 Less than one hour</p>	No	<p>If 'hours received (reference week) has a value of 1 or more (including '900'), then 'date last service received' (item 17b) should be within the 7-day period preceding the end of the reporting period.</p> <p>If 'hours received (reference week) has a value of 0, then 'date last service received' (item 17b) should not be within the 7-day period preceding the end of the reporting period.</p> <p>Service quantity measures only need to be provided when the outlet has the following service types: 1.05 to 1.07, 2.062 to 2.067, 3.01, 3.031 to 3.033 or 4.01 to 4.052.</p> <p>If less than 1 hour, record '900'.</p>

Label	Item	Responses	Mandatory status	Business rules for data validation <i>comments in italics</i>
17f	Total hours of service received	1 to 2184 9000 Less than one hour	No	Service quantity measures only need to be provided when the outlet has the following service types: 1.05 to 1.07, 2.062 to 2.067, 3.01, 3.031 to 3.033 or 4.01 to 4.052. If less than 1 hour, record '9000'.

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

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

6 Functional Requirements

Not all requirements are necessary by every agency seeking to develop or purchase software for use with the DS NMDS. The list of functional requirements is therefore included in this document as a **guide or menu only**, from which agencies may select a set of functional requirements to suit their needs.

6.1 General Functional Requirements

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

6.2 Environmental Requirements

Hardware

No.	ITEM
20.	Run within specified minimum memory requirements (e.g.8 MB).
21.	Run across different platforms (e.g. PC, Apple Mac, etc.).
22.	Run on specified operating system (e.g. Windows XP and above).
23.	Capacity to utilise email.
24.	Run time or compiled version application.

Software

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

Network

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

User Interface

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

Interfaces to Other Systems

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

6.3 Implementation Requirements

System Documentation

No.	ITEM
41.	Help desk.
42.	Comprehensive user documentation, including troubleshooting guide.
43.	On-line help for <i>DS NMDS Data Guide</i> , i.e. linked access to the guide.
44.	Comprehensive system documentation for technical staff
45.	Installation instructions for various environments.
46.	Plain English, aimed at least sophisticated user.
47.	To be maintained and updated by developer.
48.	Systems in place for version control.

Data Conversion

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

Security

No.	ITEM
51.	Access: include logon, password.
52.	Database secure from random access. Different access levels controlled by administrator for service user, service type outlet, funded agency and, jurisdiction.
53.	Appropriate security features to ensure that, in jurisdictions or within funded agencies where full service user name is being transmitted that these data are secure.
54.	Encryption enabled.

Privacy

No.	ITEM
55.	Must comply with national and state legislation and DS NMDS collection data principles (see http://www.disability.qld.gov.au/ds_nmlds/).
56.	Maintain privacy when transmitting service user name and/or statistical linkage key information in both directions.
57.	Data encrypted.

Training

No.	ITEM
58.	Renewable training able to cope with staff rotation.
59.	Modular training.
60.	On line training.
61.	Computer based training (CBT).
62.	Train the trainer.
63.	Geared towards non-IT people at all levels to cover installation, data entry, maintenance etc.

64. Help desk.
 65. Hard copy training manuals (including screen dumps) maintained and updated to be compatible with on line manual.
 66. Separate user guide.
 67. System administration training to cover:
 - access control
 - updates
 - networking
 - adding fields
 - changing codes
-

Support and Maintenance

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

Related publications

DS NMDS Data Guide 2018-19

DS NMDS data transmission format and sample data 2018-19