

**Quarterly Data Collection  
Data Transmission Specification  
Version 2.0  
January 2004**

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# Getting help

All queries in relation to the QDC should be directed to the QDC Helpdesk.

## **QDC helpdesk**

The helpdesk can be reached by telephone, email or facsimile:

Telephone: 1800 352 561  
Facsimile: (03) 9616 7272  
Email: [QDChelp@dhs.vic.gov.au](mailto:QDChelp@dhs.vic.gov.au)

Postal address:

QDC Helpdesk  
Disability Services Division,  
Department of Human Services  
Level 19A 555 Collins Street  
Melbourne Vic 3000

## **QDC website**

A website dedicated to the QDC information system has been established and contains the following:

- QDC Data Guide
- QDC Data Transmission Specifications
- QDC Service User Forms current for the quarter
- Frequently Asked Questions
- Privacy Information
- QDC Newsletters

The QDC web address is: <http://www.dhs.vic.gov.au/qdc>

# How to use this document

The *QDC Data Transmission Specification* is designed to assist agencies or software developers involved in collecting or analysing QDC data to produce an electronic QDC export file in the correct format for import into the QDC Central Repository.

It must be used by organisations wishing to:

- develop software to create the QDC file from their own in-house system data;
- purchase commercial software;
- update their existing software to capture additional data items required for the DHS Quarterly Data Collection;
- develop commercial software for use by service agencies.

This document is organised as follows:

<b>Introduction</b>	Outlines the background to QDC collection and obligations on agencies to report QDC data.
<b>Chapter 1</b>	outlines what you have to do to see whether you can develop in-house QDC reporting capacity.
<b>Chapter 2</b>	outlines what you have to do to check you collect all data items.
<b>Chapter 3</b>	explains use of the statistical linkage key.
<b>Chapter 4</b>	explains how you go about identifying your agency structure and the use of the service type outlet code, agency code, system code, Registration ID and QDC_ID.
<b>Chapter 5</b>	provides guidelines for creating your XML export functionality. It defines all XML data elements and attributes and provides sample code for various situations.
<b>Chapter 6</b>	provides naming convention for QDC export files.
<b>Chapter 7</b>	provides guidelines for validating QDC export files and provides XML parsing samples and XML Data Type and Schema Definitions.
<b>Chapter 8</b>	advises how you can transmit the QDC export files to DHS and outlines the manual procedure for uploading a file via SDE.
<b>Annex A</b>	Lists all QDC Response Codes
<b>Annex B</b>	Lists all QDC_ID codes
<b>Annex C</b>	Lists all DHS Activity References and DHS Activity Sub Type References
<b>Glossary</b>	Provides definitions to key terms used within QDC

This document *must* be used in conjunction with the QDC Data Guide, which describes each of the data items to be collected and their associated business rules.

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# Introduction

The Department of Human Services (DHS) provides services to eligible Victorians under the Commonwealth, State and Territory Disability Agreement (CSTDA) via the:

- Division of Disability Services (DSD) and
- Division of Metropolitan Health and Aged Care Services.

It provides services to eligible Victorians under the Home and Community Care (HACC) Agreement via the:

- Division of Rural & Regional Health and Aged Care Services

The services are provided by either DHS regional offices or non-government agencies funded to do so.

## QDC reporting obligation

All service providers receiving HACC or CSTDA funding must report specific details of the services they deliver under this funding.

Although QDC reporting requirements vary according to the DHS activity type, you generally need to collect:

- *Service type outlet data* for each DHS activity type your agency is funded to provide, and
- *Service user data* for every service user accessing each service type outlet.

Information should be collected on an ongoing basis but must be collated and reported quarterly. All service providers must send the data they collected during the quarter to DHS.

## Structure of QDC data

The data for the QDC information system has been structured in layers that mirror how funding is provided.

DHS manages the following information:

- agency codeno and contact detail
- service location codeno and contact detail
- service type outlet codeno and contact detail
- DHS activities
- data collection questions regarding service users and service type outlets.

Each agency or organisation involved in collecting QDC manage the following information:

- service user information
- service hours
- HACC goods and equipment
- answers to questions about service users and services (data items)
- answers to questions about service type outlets (data items).

This data is returned to DHS and stored centrally. From here the information is collated and reports are generated.

## QDC information system

DHS has developed an electronic system to streamline data collection.

The main components of the electronic system are:

- Central Repository
- QDC Tool

### **Central Repository...**

is a central database that stores the data collected from service providers. This is designed to receive electronic data input files of client and service information from agencies.

The data within the QDC Central Repository is used to meet internal departmental reporting requirements, and statutory reporting obligations to State and Commonwealth governments.

### **QDC Tool...**

is a PC based application available for free to agencies to collect QDC information. The application allows you to extract each quarter's data in the form of an XML file that may be sent to DHS via the Internet or floppy disk and transferred to the QDC Central Repository.

## Collecting data via the QDC

The QDC Central Repository contains details of your agency, the locations where services are provided, the type of services provided at each location and contact details.

Although traditional paper-based collection is still supported, it is expected that most agencies will provide data quarterly in electronic format.

Agencies wishing to report electronically have three alternatives:

- QDC Tool
- HACC E-Form
- In-house system

### **QDC Tool**

This application is provided free to agencies by DHS, but it is not mandatory for them to use it.

When you use the QDC Tool, only questions that are relevant to service users receiving particular DHS activity types are asked. It is important to answer every question displayed for each service user.

Once a service user's demographic details are entered into the application, these need only be maintained each quarter. This reduces the administrative effort of providing this information quarterly.

### **HACC E-Form**

This is the current electronic reporting format used for HACC. Agencies that receive HACC funding can continue to provide their data using the existing HACC E-Form or by using other software built to HACC specifications.



### ***In-house system***

Agencies may have their own software solutions in place or may be using off-the-shelf software to collect service user information.

Most of the information required for the QDC Central Repository will already be captured within the agency's system.

Such agencies can use their own systems to transmit this data to DHS, by extracting it from an **in house** agency information system in a compatible format (XML) by:

- modifying their own in-house information system;
- purchasing or modifying commercially available software;
- having an external service provider develop purpose built software.

## **Developing an in-house system**

In order to use your in-house system to collect and report QDC correctly, you have to be able to produce an electronic QDC export file from your system in the correct format for import into the QDC Central Repository.

This file must contain all relevant client, service type outlet and service provision data pertaining to the quarter.

To ensure your system can create the file in line with QDC requirements, we recommend you undertake the following steps.

### ***Steps for developing an in-house system***

- 1** Establish if your system supports QDC.
- 2** Check your system captures all data items .
- 3** Make sure your system can generate statistical linkage keys .
- 4** Add data items to the system if necessary.
- 5** Create the XML export function.
- 6** Ensure you name the export files correctly.
- 7** Test the export function.
- 8** Arrange for transmission of the QDC data file.

# 1. Establishing that your system supports QDC

Establishing that your system supports QDC involves two main steps:

- contacting QDC Helpdesk for relevant documentation;
- providing this information to its developer to see if it can support QDC.

## Contact QDC Helpdesk for relevant documentation

### **Key document**

The document you must have in order to develop an in-house system is the *DHS Quarterly Data Collection (QDC) Data Guide*, which describes each of the data items to be collected and their associated business rules.

### **Software resources**

It may be worthwhile obtaining copies of *QDC Tool*, which may help you to develop knowledge of the kind of functionality that may be needed in your system.

### **Contacting helpdesk**

These resources can be obtained by contacting the QDC Helpdesk.

You can download a copy of the *QDC Data Guide* from the QDC website: [www.dhs.vic.gov.au/qdc](http://www.dhs.vic.gov.au/qdc)

Check with QDC Helpdesk to make sure you have the latest issue.

## Contact the vendor to see if the system supports QDC

If your system has been developed by an external software provider, contact them to establish if the system can or will be able to support the QDC.

Provide them with copies of the relevant documents. The developer should contact QDC Helpdesk with any technical issues they may have when modifying your existing system for the QDC.

## 2. Checking you collect all data items

Before you can create electronic files for QDC from your existing system, you must examine the QDC Data Guide to determine:

- whether your system is able to collect or record all QDC data items;
- that the data you collect can be mapped to the appropriate response codes.

### What are data items?

DHS collects information for every service type outlet that provides DSD, PDRSS or HACC services and in most instances every service user receiving these services, in the form of **data items**.

A data item is a specific element of information that equates to a question that has to be responded to during data collection.

For example, the question: *To what extent does the service user participate in getting around outside without transport?* equates to the data item: *Participation: getting around*.

### Categories of data items

There are many data items and they are categorised according to whether they relate to:

- service type outlet
- service users
- services received by service users.

Data items within each of these categories are identified as follows:

Data items	Identified by	Profiled in	No. data items
Service type outlet	<b>S</b> followed by unique number and definition, e.g. <i>S 03, Weeks per quarter of operation</i>	<i>Data Guide, section 4</i>	32
Service users	<b>U</b> followed by unique number and definition, e.g. <i>U 003 Date of birth</i>	<i>Data Guide, section 5</i>	68
Services received by service users	<b>U</b> followed by unique number and definition, e.g. <i>U 077 Self care aids</i>	<i>Data Guide, section 6</i>	14

Data items are further grouped within each category if they relate to a specific area. For example, for each service type outlet there are the set of data items that relates to operating patterns, staffing, and amount of service delivered.

The data items relating to operating patterns include:

- S 01 - AIHW Service Type
- S 02 - Full Quarter of Operation
- S 03 - Weeks per Quarter of Operation
- S 04 - Days per Week of Operation
- S 05 - Hours per Day of Operation
- S 06 - Current Capacity
- S 07 - Outlet Type

## Mapping information accurately

It may be that your in-house system already collects all of the information covered by the data items.

You still need to make sure that each area of information in your system maps precisely to the relevant data item when it generates the QDC export file and that the correct reference codes are used.

How you do this will depend on the software system you use.

## Agency obligations

Agencies planning to develop an in-house system must ensure that **all relevant data items** are collected **electronically** to fulfil their reporting obligations.

As outlined in *Chapter 4. Identifying your agency structure*, you must submit a separate XML export file for each *system* within your agency. That export file must address the full range of data items relevant to that system.

If your system can only capture some of the data items electronically, you **cannot** submit the electronic file together with paper forms to cover those that are missing.

If your system is not able to capture all data items and you still wish to submit files electronically you can generate a valid file:

- by changing your system so that it captures the additional data, or by
- merging the incomplete file from your existing system with an electronic file containing supplementary data captured *outside* the system.

If you are using a commercial software package you may be able to approach the software supplier to include the additional requirements in a standard package release.

### 3. Generating statistical linkage keys

DHS and agencies funded to provide services on behalf of DHS, are bound by the following Victorian privacy legislation:

- *Health Records Act 2002.*
- *Information Privacy Act 2001.*

This means information that identifies users of agency or DHS funded services cannot be collected or stored in publicly available documents without their consent.

DHS is also obligated by government to collect information about service users for planning purposes and to measure the effectiveness of the services that it funds.

#### What is the statistical linkage key?

In order to comply with reporting obligations to government and the need to protect the privacy of services users, DHS assigns all information that is stored in the QDC Central Repository to a code. This code, known as the *statistical linkage key (SLK)*, is designed to ensure service user anonymity.

The SLK is made up from the following details of each service user:

- selected letters of family name
- selected letters of formal given name
- date of birth
- sex.

By using this code DHS can:

- protect the anonymity of data relating to specific service users;
- match service data reported by different agencies or service type outlets, thus enabling a more accurate picture of service user numbers and patterns of assistance;
- establish a more reliable basis for aggregating and analysing data.

The *statistical linkage key* is **not** used for tracking purposes.

The SLK is simply a mechanism that enables DHS to collect accurate data about the services we provide to meet the needs of program planning and accountability.

Once data is transferred to the QDC Central Repository it would not be possible to relate it back to specific service users.

The way the SLK is generated means that a small percentage of service user records will be found to have the same key even though they represent different individuals.

A small percentage of service user records will also differ when, in fact, the data relates to the same individual. This may be due to inaccurate recording of elements used to compose the key.

## Linking data to the statistical linkage key

Your system will need to be able to generate an SLK for each service user and to assign this to the data items collected for that service user.

In the XML export file the SLK reference for a specific user will look like this:

---

```
<?xml version="1.0" encoding="UTF-8" ?>
<agency agency_codeno="44451" qdc_id="7" Tool_Ver="2.0.3" DB_Ver="3">
<outlet_response service_type_outlet_codeno="903040" question_fieldname="PaidStaffHrsRefWeek" value=""/>
<outlet_response service_type_outlet_codeno="903040" question_fieldname="UnPaidStaffHrsRefWeek" value=""/>
<outlet_response service_type_outlet_codeno="903040" question_fieldname="FullQuarterOperation" value=""/>
<outlet_response service_type_outlet_codeno="903040" question_fieldname="HoursPerDay" value=""/>
<outlet_response service_type_outlet_codeno="903040" question_fieldname="DaysPerWeek" value=""/>
<outlet_response service_type_outlet_codeno="903040" question_fieldname="WeeksPerQuarter" value=""/>
<outlet_response service_type_outlet_codeno="903040" question_fieldname="AIHWServiceType" value=""/>
<service_user postcode="3066" has_carer_type="N" birth_date="3 Oct 1936" birth_date_est_ind="N" sex_code="2"
stats_link_key="AMOAR031019362" suburb="COLLINGWOOD" state_code="2" consent_type="Y">
<service_equipment issue_date="23 Feb 2004" equipment_code="10"/>
<service_equipment issue_date="24 Feb 2004" equipment_code="60"/>
<service_user_response question_fieldname="SupportEducation" value="2"/>
<service_user_response question_fieldname="SupportSelfCare" value="2"/>
<service_user_response question_fieldname="SupportMobility" value="2"/>
<service_user_response question_fieldname="SupportCommunication" value="2"/>
<service_user_response question_fieldname="SupportInterpersonal" value="1"/>
<service_user_response question_fieldname="SupportLearning" value="1"/>
<service_user_response question_fieldname="SupportCommunity" value="2"/>
<service_user_response question_fieldname="SupportDomestic" value="2"/>
<service_user_response question_fieldname="SupportWorking" value="2"/>
<service_user_response question_fieldname="CarerPrimary" value=""/>
<service_user_response question_fieldname="CarerResidence" value=""/>
<service_user_response question_fieldname="CarerRelationship" value=""/>
<service_user_response question_fieldname="CarerAgeGroup" value=""/>
<service_user_response question_fieldname="CarerAllowance" value=""/>
<service_user_response question_fieldname="PrimaryDisabilityCSTDA" value="1"/>
<service_user_response question_fieldname="IndigenousStatus" value="4"/>
<service_user_response question_fieldname="BirthCountry" value="5105"/>
<service_user_response question_fieldname="Language" value="6302"/>
<service_user_response question_fieldname="InterpreterServices" value="1"/>
<service_user_response question_fieldname="CommunicationMethod" value="1"/>
<service_user_response question_fieldname="LivingArrangements" value="3"/>
<service_user_response question_fieldname="ResidentialSetting" value="2"/>
<service_user_response question_fieldname="LabourForceStatus" value="2"/>
<service_user_response question_fieldname="IncomeSource" value="3"/>
<service_user_response question_fieldname="ParticipateOutsideNoTransport" value="2"/>
<service_user_response question_fieldname="ParticipateTransport" value="2"/>
<service_user_response question_fieldname="ParticipateFamily" value="2"/>
<service_user_response question_fieldname="ParticipateSocial" value="3"/>
<service_user_response question_fieldname="ParticipateLeisure" value="2"/>
<service_user_response question_fieldname="ParticipateWorking" value="97"/>
<service_user_response question_fieldname="ParticipateMoney" value="2"/>
<service_user_response question_fieldname="IndividualFundingStatus" value="1"/>
<service_user_response question_fieldname="ClientEFTDayProg" value="1.00"/>
<service_user_response question_fieldname="PPCreateDateDP" value="24 Feb 2004"/>
<service_user_response question_fieldname="PPReviewDateDP" value=""/>
<service_user_response question_fieldname="OtherDisabilityCSTDA" value="1"/>
<service_user_response question_fieldname="OtherDisabilityCSTDA" value="4"/>
<service_user_outlet start_date="15 Oct 2003" end_date="" last_service_date="31 Mar 2004"
snapshot_type="N" referral_source_code="98" service_type_outlet_codeno="903040">
<service_hours from_date="24 Feb 2004" to_date="29 Feb 2004" service_hours="2730"/>
<service_hours from_date="1 Mar 2004" to_date="31 Mar 2004" service_hours="9015"/>
</service_user_outlet>
</service_user>
</agency>
```

---

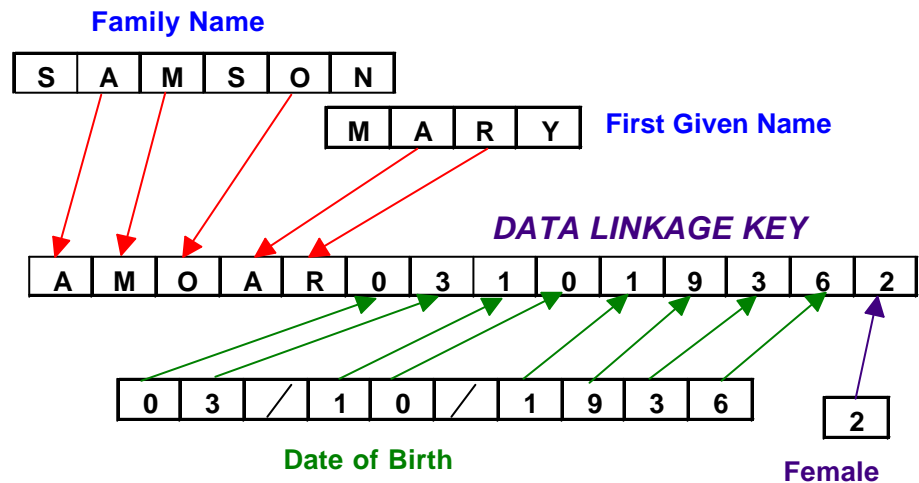
## Data format of the statistical linkage key

The statistical linkage key makes use of specified letters from a service user's formal given name and family name, supplemented with their date of birth and the code for sex.

The format of the statistical linkage key is a string comprising 14 characters with positions set as follows:

Position	Derived from	Format
1 to 3	Family name	A combination of letters from the name or the numbers: <ul style="list-style-type: none"> <li>• 2 (if the name is less than 5 characters) or</li> <li>• 9 (if the name is not provided)</li> </ul>
4 and 5	Formal given name	A combination of letters from the name or the numbers: <ul style="list-style-type: none"> <li>• 2 (if the name is less than 3 letters) or</li> <li>• 9 (if the name is not provided)</li> </ul>
6 to 13	Date of birth	Numbers comprising a valid date string in the format: <b>ddmmccyy</b>
14	Sex	A number indicating the sex of the service user, either: <ul style="list-style-type: none"> <li>• 1 Male</li> <li>• 2 Female</li> <li>• 9 Not stated</li> </ul>

For the hypothetical service user Mary Samson the SLK would be constructed as follows:



Detailed information outlining the elements comprising the statistical linkage key and the business rules associated with these elements is outlined in Section 5 of the QDC Data Guide.

The data items that relate to construction of each service user's SLK include:

- U 001 - Letters of Family Name
- U 002 - Letters of Formal Given Name
- U 003 - Date of Birth
- U 005 - Sex

## Statistical linkage key when no consent is given

If a service user does not consent to their identifying data to be transmitted to DHS or AIHW, construct the SLK as follows:

For	Enter
family name	all characters as 9
formal given name	all characters as 9
date of birth	year of birth and convert day and month to 99
sex	enter as usual

If, for example, Mary Samson above did not consent to her identifying information to be transmitted, then her statistical linkage key would be:

- 99999999919362

---

```
<?xml version="1.0" encoding="UTF-8" ?>
<agency agency_codeno="44451" qdc_id="7" Tool_Ver="2.0.3" DB_Ver="3">
<outlet_response service_type_outlet_codeno="903040" question_fieldname="PaidStaffHrsRefWeek" value=""/>
<outlet_response service_type_outlet_codeno="903040" question_fieldname="UnPaidStaffHrsRefWeek" value=""/>
<outlet_response service_type_outlet_codeno="903040" question_fieldname="FullQuarterOperation" value=""/>
<outlet_response service_type_outlet_codeno="903040" question_fieldname="HoursPerDay" value=""/>
<outlet_response service_type_outlet_codeno="903040" question_fieldname="DaysPerWeek" value=""/>
<outlet_response service_type_outlet_codeno="903040" question_fieldname="WeeksPerQuarter" value=""/>
<outlet_response service_type_outlet_codeno="903040" question_fieldname="AIHWServiceType" value=""/>
<service_user postcode="3066" has_carer_type="N" birth_date="3 Oct 1936" birth_date_est_ind="N" sex_code="2"
stats_link_key="99999999919362" suburb="COLLINGWOOD" state_code="2" consent_type="N">
<service_equipment issue_date="23 Feb 2004" equipment_code="10"/>
<service_equipment issue_date="24 Feb 2004" equipment_code="60"/>
<service_user_response question_fieldname="SupportEducation" value="2"/>
<service_user_response question_fieldname="SupportSelfCare" value="2"/>
<service_user_response question_fieldname="SupportMobility" value="2"/>
<service_user_response question_fieldname="SupportCommunication" value="2"/>
<service_user_response question_fieldname="SupportInterpersonal" value="1"/>
<service_user_response question_fieldname="SupportLearning" value="1"/>
<service_user_response question_fieldname="SupportCommunity" value="2"/>
<service_user_response question_fieldname="SupportDomestic" value="2"/>
<service_user_response question_fieldname="SupportWorking" value="2"/>
<service_user_response question_fieldname="CarerPrimary" value=""/>
<service_user_response question_fieldname="CarerResidence" value=""/>
<service_user_response question_fieldname="CarerRelationship" value=""/>
<service_user_response question_fieldname="CarerAgeGroup" value=""/>
<service_user_response question_fieldname="CarerAllowance" value=""/>
<service_user_response question_fieldname="PrimaryDisabilityCSTDA" value="1"/>
<service_user_response question_fieldname="IndigenousStatus" value="4"/>
<service_user_response question_fieldname="BirthCountry" value="5105"/>
<service_user_response question_fieldname="Language" value="6302"/>
<service_user_response question_fieldname="InterpreterServices" value="1"/>
<service_user_response question_fieldname="CommunicationMethod" value="1"/>
<service_user_response question_fieldname="LivingArrangements" value="3"/>
<service_user_response question_fieldname="ResidentialSetting" value="2"/>
<service_user_response question_fieldname="LabourForceStatus" value="2"/>
<service_user_response question_fieldname="IncomeSource" value="3"/>
<service_user_response question_fieldname="ParticipateOutsideNoTransport" value="2"/>
<service_user_response question_fieldname="ParticipateTransport" value="2"/>
<service_user_response question_fieldname="ParticipateFamily" value="2"/>
<service_user_response question_fieldname="ParticipateSocial" value="3"/>
<service_user_response question_fieldname="ParticipateLeisure" value="2"/>
<service_user_response question_fieldname="ParticipateWorking" value="97"/>
<service_user_response question_fieldname="ParticipateMoney" value="2"/>
<service_user_response question_fieldname="IndividualFundingStatus" value="1"/>
<service_user_response question_fieldname="ClientEFTDayProg" value="1.00"/>
<service_user_response question_fieldname="PPCreateDateDP" value="24 Feb 2004"/>
<service_user_response question_fieldname="PPReviewDateDP" value=""/>
<service_user_response question_fieldname="OtherDisabilityCSTDA" value="1"/>
<service_user_response question_fieldname="OtherDisabilityCSTDA" value="4"/>
<service_user_outlet start_date="15 Oct 2003" end_date="" last_service_date="31 Mar 2004" snapshot_type="N"
referral_source_code="98" service_type_outlet_codeno="903040">
<service_hours from_date="24 Feb 2004" to_date="29 Feb 2004" service_hours="2730"/>
<service_hours from_date="1 Mar 2004" to_date="31 Mar 2004" service_hours="9015"/>
</service_user_outlet>
</service_user>
</agency>
```

---



## 4. Identifying your agency structure

Once you have identified the data items that have to be included in your system you have to ensure that you record the relevant data in accordance with the business rules associated with each data item. These rules are outlined in the QDC Data Guide (sections 4-6).

The QDC export file contains all service user, service type outlet and service provision data pertaining to the quarter. All of the data items recorded for each service user have to be related to a specific agency and service type outlet.

Because agencies and the computer systems they use differ greatly in size and structure, DHS has developed a way of identifying a set of data by using:

- service type outlet codes assigned by DHS;
- agency codes assigned by DHS;
- system number assigned by the agency;
- registration ID, which is made up of the agency code and system number; and
- QDC ID, assigned by DHS.

### Service type outlet code

QDC reporting is based on the concept of a service type outlet (for a full discussion, see *QDC Data Guide, section 3, Agency administrative data*).

If an agency delivers one DHS activity type from multiple locations, each location is considered to be a service type outlet. It is treated as a separate identity and assigned its own service type outlet code.

Likewise, if two or more different DHS activity types take place at the same location, each DHS activity type must also be assigned a separate code.

Service type outlet codes range between 1 to 15 digits and are randomly generated by DHS. If an agency has a new service type outlet, it must advise DHS so that a new code can be assigned to it.

### Agency code

DHS is able to link service type outlet and service user information by assigning to each agency a unique agency code.

This can be up to 15 characters in length and allows DHS to track the export files from each agency. All data items recorded are traceable to the agency by this code.

Each agency will be advised of their agency code in their welcome letter, or can obtain it by contacting the QDC Helpdesk.

### System numbers

These are six digit numbers that are assigned by the agency to each *system* that they operate. The agency can choose the method of assigning the number. It can be systematic in the form 000001, 000002, 000003 etc or completely random: 222222, 183876, 957643 etc just as long as each system within the agency has a unique number.

A *system* may be any individual computer or computer network that stores QDC data retrieved by the agency separately.

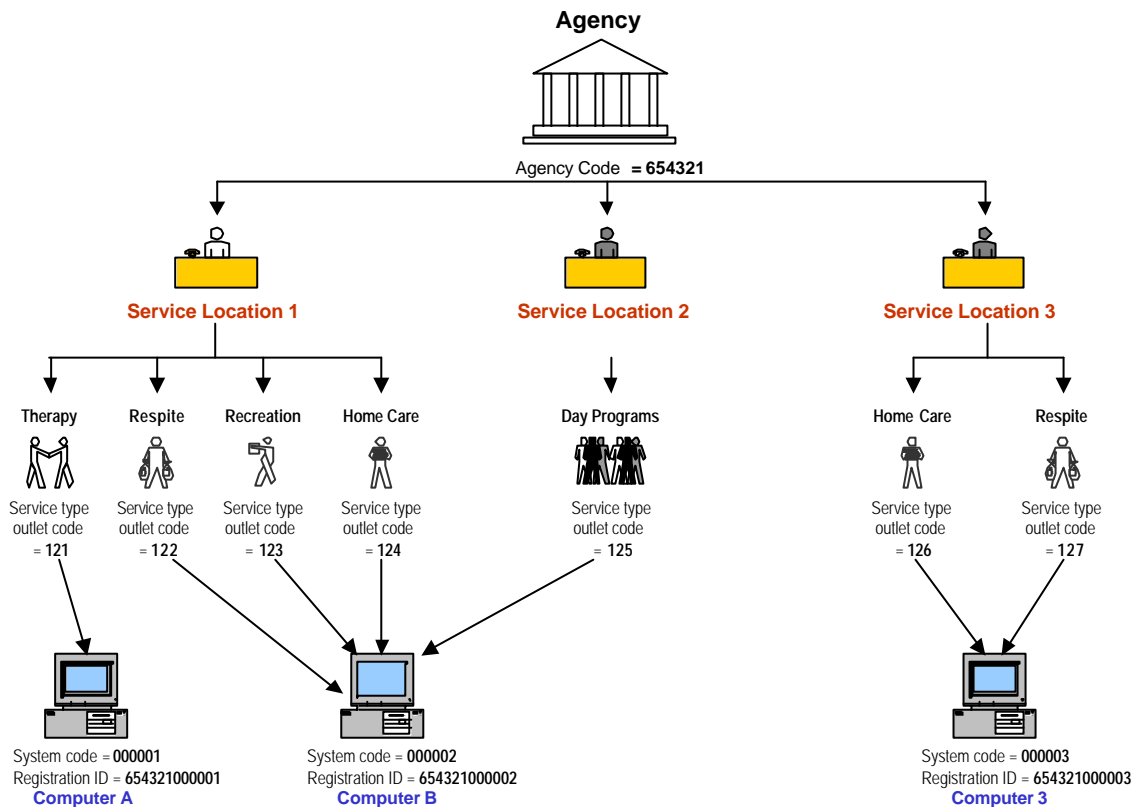
How many systems an agency has will depend on how it uses its computers and how interconnected they are.

## Determining how many systems you have

For example, a large agency with many computers that are all fully networked may have one central system that stores the service user records for all of their service type outlets. In this case the centralised system will produce one file that is sent to DHS.

A small agency that does not have a network but a number of unconnected computers even in the same location and uses paper files may have a number of systems. In this case, more than one file will be sent to DHS.

In the example below an agency (agency code = 654321) delivers different DHS activities from three separate locations, with a total of seven service type outlets. The agency has three computer systems, which are not interconnected.



Computer A	stores records for service users receiving <i>Therapy</i> at Service Location 1 and therefore only stores records relating to one service type outlet. This represents a single system and the agency must assign it a unique six digit number, e.g. 000001.
Computer B	stores records for service users receiving any one of three different DHS activities from Service Location 1 and Day Programs from Service Location 2. This system stores the service user records for four service type outlets. The agency should assign another unique six-digit number (e.g. 000002) for this installation.
Computer C	stores records for service users who receive both DHS activities from Service Location 3 This system stores the service user records for two service type outlets. should assign another unique six-digit number (e.g. 000003) for this installation.

## Registration ID

The Registration ID is the combination of the DHS assigned agency number and the agency assigned system number.

Once the system number is assigned by the agency and the Registration ID established, it must be included in the name of every QDC data export file generated by that system.

This allows DHS and the agency to differentiate between files submitted by an agency that operates with one or more systems.

## QDC\_ID

The QDC\_ID is a DHS assigned number that identifies the quarter to which the data relates. This is a one up number for each successive quarter dating from the beginning of QDC. For example, the QDC\_ID for the first quarter of the year in which QDC began is 1. The QDC\_ID for the last quarter of that year is 4. The QDC for the first quarter of the following year is 5 and 8 for the last. Quarters are dated according to the financial year, not the calendar year.

Each data export file is named using the QDC\_ID for the quarter combined with the Registration ID of the system where the data was collected (for details see below 6. *Naming the export files*, page 31)

## Maintaining agency details

The DHS central repository will compare the agency structure, agency code and service type outlet code, with the structure in the quarterly export file generated by your in-house system. If a difference is detected, the quarterly export file cannot be imported. It is critical therefore that the agency structure you record is exactly the same as that in the repository.

Always advise the QDC Helpdesk of any changes that occur in your agency structure and they will assist you with having your agency details altered.



## 5. Creating the QDC export file function

Once you have established what data items to collect and your agency structure, your system must be modified to be able to create an export file in the appropriate format.

### Structure of the XML export file

The rules for the QDC data export file are that:

- It must be in XML code, which is the DHS standard for inter-application data transfer;
- One XML file must be generated every quarter for each system at your agency (see System numbers on page 11 for what defines a system);
- It must contain all service user, service type outlet and service provision data pertaining to the quarter for the system on which the data was collected;
- It must match the data collected to the specific hierarchy of XML elements and attributes outlined below;
- **All** XML elements and attributes must be coded in **lower case**.

### Data elements

The XML export file should be based on the following seven elements arranged according to the XML hierarchy outlined in the XML Schema Definition on page 38. Your system has to be able to populate the attributes of these elements or fields associated with each attribute as outlined below.

Element	Identifies the	Pg
agency	agency and QDC period	17
outlet_response	service type outlet and responses to all data items (questions) relating to the outlet	18
service_user	service user data associated with the statistical linkage key	19
service_equipment	types of HACCC equipment or aids used by a service user	21
service_user_response	responses to all data items (questions) relating to a service user	22
service_user_outlet	the start and end dates for each DHS activity provided to service users at a service type outlet.	25
service_hours	the hours of service for each DHS activity delivered to services users at a service type outlet.	27

Note that, in the XML export file, the service user element must always be linked to a service user outlet.

### ***Avoid data duplication***

You must design your in-house system so that the export file does not contain duplicated data.

QDC collects information on each service user for every DHS activity type (service) they receive each quarter. A service user must respond to a number of questions for each activity type. If the same user accesses more than one activity type, the same response may be recorded more than once. For example, questions relating to indigenous status are shared by DSD, PDRSS and HACC activity types.

Your in-house must be designed so that the match between the service user and the response to this question is recorded only once.

## ***Useful resources***

### ***General XML knowledge***

The Microsoft XML website (<http://www.microsoft.com/xml>) provides a range of information on XML products, technologies and tools.

Various tools such as the Microsoft XML Core Services 4.0 Pack and XML Parsers can be downloaded from the site.

### ***XML development***

The choice of XML development tool is up to the agency or their software developer.

A standard XML development tool is Microsoft XML Core Services (MSXML) 4.0, which allows customers to build interoperable XML-based applications.

The latest version of this product can be downloaded at:

- [www.microsoft.com/downloads/details.aspx?FamilyID=3144b72b-b4f2-46da-b4b6-c5d7485f2b42&DisplayLang=en](http://www.microsoft.com/downloads/details.aspx?FamilyID=3144b72b-b4f2-46da-b4b6-c5d7485f2b42&DisplayLang=en)

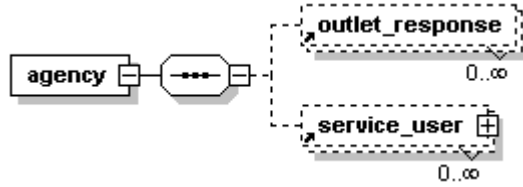
### ***XML Schema language***

The XML schema languages that can be used to describe the structure and content of the XML file are:

- DTD (see example on page 37 below) or
- XSD (see example on page 38 below).

## Element 1: agency

Diagram:



**Children:** outlet\_response, service\_user

**Attributes:**

Name	Type	Mandatory	Constraints	Comments
agency_codeno	string	Yes	Min length: 1 Max length: 15	DHS assigned agency code number
qdc_id	integer	Yes		Codes provided by DHS for QDC. See Annex B for QDC_ID references.

**Fields/attributes for agency element:**

- No field names required.
- No attribute links to data items.

## Element 2: outlet\_response

### Diagram:

outlet\_response

**Used by:** agency

### Attributes:

Name	Type	Mandatory	Constraints	Comments
service_type_outlet_codeno	string	Yes	Min length: 1 Max length: 15	DHS assigned service type outlet code
question_fieldname	string	Yes	Min length: 1 Max length: 32	See below for codes provided by DHS
value	string	Yes	Min length: 0 Max length: 255	This stores the answer to the question.

### Fields/attributes for outlet\_response element:

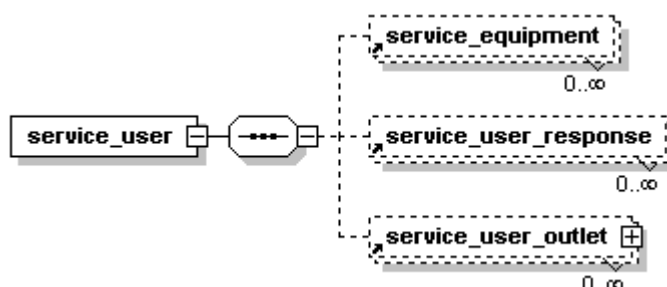
The data items below are relevant to attribute question\_fieldname:

Item	Data item name	question_fieldname	Response type
S 01	AIHW Service Type	AIHWServiceType	Integer
S 02	Full Quarter of Operation	FullQuarterOperation	Drop Down List: YN-NS
S 03	Weeks per Quarter of Operation	WeeksPerQuarter	Decimal
S 04	Days per Week of Operation	DaysPerWeek	Decimal
S 05	Hours per Day of Operation	HoursPerDay	Decimal
S 06	Current Capacity	CurrentCapacity	Decimal
S 07	Outlet Type	OutletTypePDSS-RR	Drop Down List: OutletTypePDSS-RR
S 08	Paid Staff Hours (Reference Week)	PaidStaffHrsRefWeek	Decimal
S 09	Unpaid Staff Hours (Reference Week)	UnPaidStaffHrsRefWeek	Decimal
S 10	Staff Engaged – Direct	StaffEngagedDirect	Integer
S 11	Staff Engaged – Indirect	StaffEngagedIndirect	Integer
S 12	Staff working Overnight (Sleepover)	SleepOverNights	Integer
S 13	Number of Service Users	NbrServiceUsers	Integer
S 14	Mutual Support and Self-Help Provision	MSSHActivitiesProvided	Multiple Response: MSSHActivitiesProvided
S 15	Face to Face Contacts	ContactsFaceToFace	Integer
S 16	Telephone Contacts	ContactsTelephone	Integer
S 17	Contacts: other	ContactsOther	Integer
S 18	Consumers Support Groups–Number	SupportGroupsConsumers	Integer
S 19	Consumer Support Groups-Attendance	ParticipantsConsumers	Integer
S 20	Carer Support Groups – Number	SupportGroupsCarer -Fam-Frnd	Integer
S 21	Carer Support Groups – Attendance	ParticipantsCarers -Fam-Frnd	Integer
S 22	Support Groups–Female Participants	SupportGroupsFemale	Decimal
S 23	Consumer Education/Information Groups–Number	EdTrainGroupsConsumer	Integer
S 24	Consumer Education/Information Groups–Attendance	EdTrainParticipantsConsumer	Integer
S 25	Carer Education/Information Groups–Number	EdTrainGroupsCarerFamily	Integer
S 26	Carer Education/Information Groups–Attendance	EdTrainParticipantsCarerFamily	Integer
S 27	Community Education/Information Groups –Number	EdTrainGroupsCommunity	Integer
S 28	Community Education/Information Groups –Attendance	EdTrainParticipantsCommunity	Integer
S 29	Professional Education/Information Groups–Number	EdTrainGroupsProf	Integer
S 30	Professional Education/Information Groups–Attendance	EdTrainParticipantsProf	Integer
S 31	Existence of Waiting List	WaitingListExistence	Drop Down List: YN-NS
S 32	Number on Waiting List	WaitingListNbrPeople	Integer



## Element 3: service\_user

Diagram:



**Used by:** agency

**Children:** service\_equipment, service\_user\_response, service\_user\_outlet

**Attributes:**

Name	Type	Mandatory	Constraints	Comments
Postcode	string	Yes	Min length: 4 Max length: 5	Postcode of the service user's usual residence? Typically use only 4 numeric characters. Five have been provided for future use.
has_carer_type	string	Yes	Min length: 1 Max length: 1	Service user has an informal carer who provides care and assistance on a regular and sustained basis? Y = Yes N = No Codes provided by DHS for QDC.
birth_date	string	Yes	Min length: 8 Max length: 11	Service user's date of birth? Preferred format is dd mmm ccyy, however these are also accepted: d/m/ccyy d/mm/ccyy dd/mm/ccyy.
birth_date_est_ind	string	Yes	Min length: 1 Max length: 1	Service user's date of birth an estimate? Y = Yes N = No Codes provided by DHS for QDC.
sex_code	string	Yes	Min length: 1 Max length: 5	Service user's sex? 1 = Male 2 = Female 3 = Indeterminate 9 = Not stated Codes provided by DHS for QDC.
stats_link_key	string	Yes	Min length: 14 Max length: 14	Derived from Statistical Linkage Key formula. See 3. <i>Generating statistical linkage keys</i> on page 7.
suburb	string	Yes	Min length: 1 Max length: 40	
state_code	string	Yes	Min length: 1 Max length: 5	Codes provided by DHS for QDC. See response code <i>State</i> at Annex A (page 69)
consent_type	string	Yes	Min length: 1 Max length: 1	Used to indicate whether consent has been provided by the service user for this period. Valid responses are: Y = Yes N = No

**Fields/attributes for service\_user element:**

The data items below are relevant to these attributes:

Item	Data item name	Attributes	Response type
U001	Letters of Family Name	used in stats_link_key	text
U002	Letters of Formal Given Name	used in stats_link_key	text
U003	Date of Birth	birth_date	text
U004	Date of Birth estimate flag	birth_date_est_ind	Yes or No
U005	Sex	Sex_code	Fixed code: Sex
U006	Consent Received	consent_type	Yes or No
U007	Existence of Carer	Has_carer_type	Yes or No
U027	Residential Setting: Postcode	postcode	text
N/A	N/A	suburb	text
N/A	N/A	state_code	Fixed code: State

## Element 4: service\_equipment

Diagram:

service\_equipment

Used by: service\_user

Attributes:

Name	Type	Mandatory	Constraints	Comments
issue_date	string	Yes	Min length: 8 Max length: 11	What was the issue date for each item of equipment? The issue date must be within the current QDC period. Preferred format is dd mmm ccyy, however these are also accepted: d/m/ccyy d/mm/ccyy dd/mm/ccyy
equipment_code	xs:string	Yes	Min length: 1 Max length: 5	Codes provided by DHS for QDC. See response code <i>Equipment</i> at Annex A (page 59)

**Fields/attributes for service\_equipment element:**

The data items below are relevant to attribute *equipment\_code*:

Item	Data item name	Question field name	Response type
U077	Self Care Aids	Equipment	Drop Down List: Equipment
U078	Support and Mobility Aids	Equipment	Drop Down List: Equipment
U079	Communication Aids	Equipment	Drop Down List: Equipment
U080	Reading Aids	Equipment	Drop Down List: Equipment
U081	Medical Care Aids	Equipment	Drop Down List: Equipment
U082	Car Modifications	Equipment	Drop Down List: Equipment
U083	Other	Equipment	Drop Down List: Equipment

## Element 5: service\_user\_response

### Diagram:

service\_user\_response

**Used by:** service\_user

### Attributes:

Name	Type	Mandatory	Constraints	Comments
question_fieldname	string	Yes	Min length: 1 Max length: 32	See below for codes provided by DHS
value	string	Yes	Min length: 0 Max length: 255	This stores the answer to the question.

### Fields/attributes for service\_user\_response element:

- The data items below are relevant to attribute *question\_fieldname*:

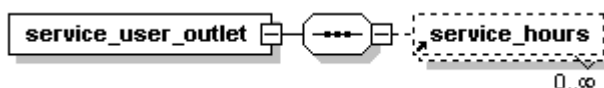
Item	Data item name	Question field name	Response type
U008	Carer's Primary Status	CarerPrimary	Drop Down List: YN-NS
U009	Carer's Residency Status	CarerResidence	Drop Down List: YN-NS
U010	Carer/User Relationship	CarerRelationship	Drop Down List: CarerRelationship
U011	Carer's Age Group	CarerAgeGroup	Drop Down List: CarerAgeGroup
U012	Carer as PDRSS Client	CarerPDSSClient	Drop Down List: CarerPDSSClient
U013	Indigenous Status	IndigenousStatus	Drop Down List: IndigenousStatus
U014	Country of Birth	BirthCountry	Drop Down List: BirthCountry
U015	Main Language	Language	Drop Down List: Language
U016	Interpreter Services Required	InterpreterServices	Drop Down List: InterpreterServices
U017	Communication Method	CommunicationMethod	Drop Down List: CommunicationMethod
U018	Disability Group: primary	PrimaryDisabilityCSTDA	Drop Down List: PrimaryDisabilityCSTDA
U019	Disability Group: other	OtherDisabilityCSTDA	Multiple response: OtherDisabilityCSTDA
U020	Diagnosis: primary	PrimaryDiagnosisPDSS	Drop Down List: PrimaryDiagnosisPDSS
U021	Diagnosis: other	AdditionalDiagnosisPDSS	Multiple response: AdditionalDiagnosisPDSS
U022	Living Arrangements: usual	LivingArrangements	Drop Down List: LivingArrangements
U023	Dependent Children	DependentChildren	Drop Down List: DependentChildren
U024	Living arrangements: prior to entry	LivesWithAtEntry	Drop Down List: LivesWithAtEntry
U025	Living Arrangements: at exit	LivesWithAtExit	Drop Down List: LivesWithAtExit
U026	Residential Setting: usual	ResidentialSetting	Drop Down List: ResidentialSetting
U028	Residential Setting: prior to entry	AccommodationPrior	Drop Down List: ResidentialSetting
U029a	Residential Setting: at exit (PDRSS)	AccommodationExit	Drop Down List: ResidentialSetting
U029b	Residential Setting: at exit (HACC)	EndAccomHACC	Drop Down List: ResidentialSettingExit

Item	Data item name	Question field name	Response type
U030	HBOS Nomination Rights	HBOSNominationRights	Drop Down List: YN-NS
U031	Labour Force Status	LabourForceStatus	Drop Down List: LabourForceStatus
U032	Main Source of Income	IncomeSource	Drop Down List: IncomeSource
U033	Receipt of Carer Allowance	CarerAllowance	Drop Down List: YN-NKNS
U034	Pension Benefit Status	PensionBenefitStatus	Drop Down List: PensionBenefitStatus
U035	Participation: getting around	ParticipateOutsideNoTransport	Drop Down List: Participation
U036	Participation: using transport	ParticipateTransport	Drop Down List: Participation
U037	Participation: family relationships	ParticipateFamily	Drop Down List: Participation
U038	Participation: social relationships	ParticipateSocial	Drop Down List: Participation
U039	Participation: recreation and leisure	ParticipateLeisure	Drop Down List: Participation
U040	Participation: working	ParticipateWorking	Drop Down List: Participation
U041	Participation: handling money	ParticipateMoney	Drop Down List: Participation
U042	Support: self-care	SupportSelfCare	Drop Down List: Support
U043	Support: mobility	SupportMobility	Drop Down List: Support
U044	Support: communication	SupportCommunication	Drop Down List: Support
U045	Support: interactions and relationships	SupportInterpersonal	Drop Down List: Support
U046	Support: learning	SupportLearning	Drop Down List: Support
U047	Support: education	SupportEducation	Drop Down List: Support
U048	Support: community (civic) and economic life	SupportCommunity	Drop Down List: Support
U049	Support: domestic life	SupportDomestic	Drop Down List: Support
U050	Support: working	SupportWorking	Drop Down List: Support
U051	Source of Clinical Support	SourceClinicalSupport	Drop Down List: SourceClinicalSupport
U052	Contact with Clinical Support Provider	ContactCaseManger	Drop Down List: ContactCaseManager
U053	Individual Funding Status	IndividualFundingStatus	Drop Down List: YN-NKNS
U054	IPP Create Date: Accommodation Outreach Support	PPCreateDateAccOutreach	Date
U054	IPP Create Date: Community Options	PPCreateDateCO	Date
U054	IPP Create Date: Congregate Care	PPCreateDateCongCare	Date
U054	IPP Create Date: Day Program	PPCreateDateDP	Date
U054	IPP Create Date: Family Options	PPCreateDateFamOpt	Date
U054	IPP Create Date: Futures for Young Adults	PPCreateDateFFYA	Date
U054	IPP Create Date: Home First	PPCreateDateHomeFirst	Date
U054	IPP Create Date: Individualised Support Packages	PPCreateDateISP	Date
U054	IPP Create Date: Moving Ahead	PPCreateDateMA	Date
U054	IPP Create Date: PDRSS	PPCreateDatePDSS	Date
U054	IPP Create Date: Shared Supported Accommodation	PPCreateDateSharedSup	Date
U056	IPP Review Date: Accommodation Outreach Support	PPReviewDateAccOutreach	Date
U056	IPP Review Date: Community Options	PPReviewDateCO	Date
U056	IPP Review Date: Congregate Care	PPReviewDateCongCare	Date
U056	IPP Review Date: Day Program	PPReviewDateDP	Date
U056	IPP Review Date: Family Options	PPReviewDateFamOpt	Date
U056	IPP Review Date: Futures for Young Adults	PPReviewDate -FFYA	Date
U056	IPP Review Date: Home First	PPReviewDateHomeFirst	Date
U056	IPP Review Date: Individualised Support Packages	PPReviewDateISP	Date
U056	IPP Review Date: Moving Ahead	PPReviewDateMA	Date
U056	IPP Review Date: PDRSS	PPReviewDatePDSS	Date
U056	IPP Review Date: Shared Supported Accommodation	PPReviewDateSharedSup	Date

Item	Data item name	Question field name	Response type
U057	IPP Goals Met	PPGoals	Drop Down List: IPPGAolsMet
U058	Client EFT	ClientEFT-DayProg	Decimal
U059	Referral Date: Criminal Justice	ReferralDate-DSBCrimJustice	Date
U059	Referral Date: Behaviour Intervention Service	ReferralDateDSB-BIS	Date
U059	Referral Date: Case Management	ReferralDateDSB-CM	Date
U059	Referral Date: Home Based Outreach Support	ReferralDatePDSS-HBOS	Date
U059	Referral Date: Planned Respite	ReferralDatePDSS-Respite	Date
U059	Referral Date: Psycho Social Rehabilitation Day Programs	ReferralDatePDSS-PSRDP	Date
U059	Referral Date: Residential Rehabilitation	ReferralDatePDSS-ResiReh	Date
U059	Referral Date: Supported Accommodation	ReferralDatePDSS-SAccom	Date
U059	Referral Date: Therapy	ReferralDate-DSBTherapy	Date
U060	Referral Source (PDRSS)	ReferralSourcePDSS	Drop Down List: ReferralSourcePDSS
U061	Referral Source (HACC)	ReferralSourceHACC	Drop Down List: ReferralSourceHACC
U062	Reason for Respite	ReasonRespite	Drop Down List: ReasonRespite
U063	Nights of Respite	NightsReceived-PDSSRespite	Integer
U064	Nights in residential rehabilitation	NightsReceived-PDSSResiRehab	Integer
U065	Client Status	ClientReasonHACC	Drop Down List: ClientReasonHACC
U066	Date of Assessment	LastAssessmentDate	Date
U067	Meals at Centre	NbrMealsAtCentre	Integer
U068	Meals at Home	NbrMealsAtHome	Integer
U073	Reason for Exiting Service	EndReasonCSTDA	Drop Down List: EndReasonCSTDA
U074	Cessation of Services: reason	EndReasonHACC	Drop Down List: EndReasonHACC

## Element 6: service\_user\_outlet

### Diagram:



**Used by:** service\_user

**Children:** service\_hours

### Attributes:

Name	Type	Mandatory	Constraints	Comments
start_date	string	Yes	Min length: 8 Max length: 11	When did service user commence using this DHS activity type? Preferred format is dd mmm ccyy, however these are also accepted: d/m/ccyy d/mm/ccyy dd/mm/ccyy
end_date	string	No	Min length: 0 Max length: 11	When did the service user leave this service type outlet? Preferred format is dd mmm ccyy, however these are also accepted: d/m/ccyy d/mm/ccyy dd/mm/ccyy. We prefer you exclude this attribute from XML if it does not apply. An empty value is permitted for this case only.
last_service_date	string	Yes	Min length: 8 Max length: 11	When did the service user last receive this DHS activity type? Preferred format is dd mmm ccyy, however these are also accepted: d/m/ccyy d/mm/ccyy dd/mm/ccyy.
end_reason_code	string	No	Min length: 1 Max length: 5	Responses defined in Response Code table (Annex A) where Group_name = EndReasonCSTDA. Exclude attribute from XML if this field is not applicable. Codes provided by DHS for QDC.

snapshot_type	string	No	Min length: 1 Max length: 1	Did service user receive this DHS activity type on the snapshot day? Valid responses are: Y = Yes N = No This indicates whether or not service user was present on the snapshot date. DHS will notify you what this date is each year. Do not specify file is this attribute if snapshot type is unknown or there is no snapshot date in the quarter.
referral_source_code	string	No	Min length: 1 Max length: 5	What is the referral source to the service? See ReferralSourceHACC, Referral SourcePDSS and ReferralSourceDSD at Annex A (page 67) Exclude attribute from XML if this field is not applicable. Codes provided by DHS for QDC.
service_type_outlet_codeno	string	Yes	Min length: 1 Max length: 15	DHS assigned service type outlet code.

**Fields/attributes for service\_user\_outlet element:**

The data items below are relevant to these attributes:

Item	Data Item name	Attributes	Response type
U069	Service Start Date	start_date (activity)	text
U070	Date Service Last Received	last_service_date	text
U071	Snapshot Date Flag	snapshot_flag	Yes or No
U072	Service Exit Date	end_date (activity)	text



## Element 7: service\_hours

### Diagram:

service\_hours

**Used by:** service\_user\_outlet

### Attributes:

Name	Type	Mandatory	Constraints	Comments
from_date	string	Yes	Min length: 8 Max length: 11	Preferred format is dd mmm ccy, however these are also accepted: d/m/ccy d/mm/ccy dd/mm/ccy. The from_date must exist within the current QDC period.
to_date	string	Yes	Min length: 8 Max length: 11	Preferred format is dd mmm ccy, however these are also accepted: d/m/ccy d/mm/ccy dd/mm/ccy. The to_date must exist within the current QDC period.
service_hours	integer	Yes		This field represents minutes. For example, if 1 hour and 20 minutes of service given, then this figure should be 80. The entry may be zero.
dhs_activity_sub_type_code no	string	No	Min length: 1 Max length: 15	Codes provided by DHS for the QDC. Responses defined in Annex C: DHS Activity Sub Type reference table. Exclude attribute from XML if the service hours apply to a DHS activity and not a sub-activity.

Although QDC reporting is for a three-month period, the basis for reporting service hours is no greater than **monthly**. The QDC system requires that the interval during which the services hours are reported (the *from* and *to* dates) must be no longer than a calendar month.

For example, a particular service totals 15 hours over the quarterly period (1 January to 30 March).

- if all of this takes place within January then report this as 15 hours for January.
- if 5 hours take place in January and 10 hours in March then report this as 5 hours for January and 10 hours for March.
- if 5 hours take place in January, 5 in February and 5 hours in March then report this as 5 hours for January and 5 hours for February and 5 hours for March.

Be as accurate as possible in defining the period within each month. For example, if the 5 hours occurred from 17 to 18 January, report 17 and 18 January as the *from* and *to* dates.

### Fields/attributes for service\_hours element

The data items below are relevant to these attributes:

Item	Data item name	Attributes	Response type
U075	Hours Received	service_hours	Integer
U076	Hours Received: sub activity	dhs_activity_sub_type_codeno	Drop Down List: Hours Received: sub activity

## XML Examples

Examples 1 to 3 below show the appropriate XML code for three different situations:

1. for an agency with only one outlet
2. for an agency with two outlets
3. where there are multiple answers to the same question.

### **Example 1. Agency with only one outlet**

The following XML file contains the details of a single outlet belonging to an agency. This outlet has only one service user to whom services were delivered during the quarter.

Two questions have been answered relating to the service user (LabourForceStatus and IncomeSource) and it is expected that they will continue to use the service in the next quarter (hence the end\_date and end\_reason\_code from the service\_user\_outlet XML element have not been included).

```
<?xml version="1.0" encoding="UTF-8"?>
<!DOCTYPE agency SYSTEM "C:\temp\QDC_Data_Transfer.dtd">
<agency agency_codeno="100000001" qdc_id="1">
  <outlet_response question_fieldname="OutletCapacity"
    value="4"
    service_type_outlet_codeno="987876"/>
  <service_user stats_link_key=" ACOWL130419681"
    postcode="3028"
    has_carer_type="N"
    birth_date="13 Apr 1968"
    birth_date_est_ind="N"
    sex_code="1"
    suburb="Altona Meadows"
    state_code="2"
    consent_type="Y">
    <service_equipment issue_date="25 Jul 2002" equipment_code="20"/>
    <service_user_response question_fieldname="LabourForceStatus" value="1"/>
    <service_user_response question_fieldname="IncomeSource" value="3"/>
    <service_user_outlet start_date="29 Jun 2002"
      last_service_date="21 Jul 2002"
      snapshot_type="N"
      referral_source_code="208"
      service_type_outlet_codeno="987876">
      <service_hours from_date="29 Jun 2002" to_date="21 Jul 2002" service_hours="180"/>
    </service_user_outlet>
  </service_user>
</agency>
```

Note that this line is only required where MS Parser Version 3 is used.

## Example 2. Agency with two outlets

The following XML file contains details of two outlets belonging to an agency that performs services for the same service user.

Two questions have been answered relating to this service user (Mary Samson):

- LivesWith, for which the answer was **1** (meaning **Alone**), and
- PensionBenefitStatus, for which the answer was **1** (meaning **Age Pension**).

In this sample, Mary began a service with one outlet, and then finished with it on 21 July 2002. She began receiving service from the second outlet on the following day.

---

```
<?xml version="1.0" encoding="UTF-8"?>
<!DOCTYPE agency SYSTEM "C:\temp\QDC_Data_Transfer.dtd">
<agency agency_codeno="1000000001" qdc_id="1">
  <outlet_response question_fieldname="OutletCapacity"
    value="4"
    service_type_outlet_codeno="987876"/>
  <outlet_response question_fieldname="OutletCapacity"
    value="5"
    service_type_outlet_codeno="987999"/>
  <service_user stats_link_key="AMOAR031019362"
    postcode="3028"
    has_carer_type="Y"
    birth_date="03 Oct 1936"
    birth_date_est_ind="N"
    sex_code="2"
    suburb="Altona Meadows"
    state_code="2"
    consent_type="Y">
    <service_equipment issue_date="25 Jul 2002" equipment_code="2"/>
    <service_user_response question_fieldname="LivesWith" value="1"/>
    <service_user_response question_fieldname="PensionBenefitStatus" value="1"/>
    <service_user_outlet start_date="01 Jun 2002"
      end_date="30 Jun 2002"
      last_service_date="30 Jun 2002"
      end_reason_code="5"
      snapshot_type="N"
      referral_source_code="3"
      service_type_outlet_codeno="987876">
      <service_hours from_date="01 Jun 2002" to_date="30 Jun 2002" service_hours="300"/>
    </service_user_outlet>
    <service_user_outlet start_date="22 Jul 2002"
      last_service_date="24 Jul 2002"
      snapshot_type="N"
      referral_source_code="20"
      service_type_outlet_codeno="987999">
      <service_hours from_date="22 Jul 2002" to_date="24 Jul 2002" service_hours="360"/>
    </service_user_outlet>
  </service_user>
</agency>
```

---

Note that this line is only required where MS Parser Version 3 is used.

### **Example 3. Multiple answers to the same question**

The **Service\_User\_Response** element can contain multiple answers to the same question as shown below:

---

```
<service_user_response question_fieldname="OtherDisabilityCSTDA" value="1"/>
<service_user_response question_fieldname="OtherDisabilityCSTDA" value="3"/>
```

---

If the question should be asked of the service user (because of the service they have received) then whatever response was given (including value="" [null]) should be returned.

## 6. Naming the export files

QDC export files generated on your system must be named using the required DHS convention.

### ***Name each file according to DHS convention***

Naming files by a strict convention ensures that the files you send DHS are unique and do not overwrite other files stored in the QDC Central Repository.

You can send later copies of files of exactly the same name in order to update information that is incomplete or incorrect.

### ***Create a separate file for each system in your agency***

Create a separate file for each system in your agency. As outlined above (page 13), each system at your agency is identified by a separate registration ID made up of the agency number and a number that you assign.

If your agency has three separate systems then you must create and send to DHS three files: one for each system.

### ***File name structure***

Each file name is made up of two components: the registration ID and the QDC\_ID as follows:

**<Registration ID>\_<QDC\_ID>.xml**

The QDC\_ID is a one up number for each successive quarter dating from the beginning of QDC.

Therefore,

- if the Registration ID is *654321000001* and the QDC ID is *1*, the file name would be: **654321000001\_1.xml**
- if the Registration ID is *654321000003* and the QDC ID is *15*, the file name would be: **654321000003\_15.xml**

This ensures that a unique file exists for each agency system for each quarter.

In year 2 of QDC, an agency with three systems might send in the following files for the first QDC quarter:

- 654321000001\_5.xml
- 654321000002\_5.xml
- 654321000003\_5.xml

In successive quarters for year 2 of QDC, filenames for system 654321000001 would be:

- 654321000001\_5.xml
- 654321000001\_6.xml
- 654321000001\_7.xml
- 654321000001\_8.xml

### ***Your PC must be able to support long file names***

The QDC export file can only be created on a PC with an operating system that supports long file names.

In the case of Microsoft this would include MS Windows 95 or later. Earlier operating systems did not allow files to be created with names longer than 8 characters (e.g. ABCDEFGHI.doc would not be permissible)



## 7. Testing the export function

Agencies must validate their XML export files before sending them to DHS.

This is done using the Microsoft XML Parser against a Data Type Definition (DTD) or XML Schema Definition (XSD) file (see pages 37 and 38 below). An electronic copy of these files can be downloaded from the QDC web site or by contacting the QDC Helpdesk.

### **Validate your files using Microsoft XML Parser**

When creating the XML file, validate your files using the *Microsoft XML Parser* or *Microsoft XML Core Services 4.0 Service Pack 2*.

We recommend that you use *MSXML Core Services 4.0* as it supports the latest XSD Schema validation.

*MSXML Parser Version 3.0* may be used but it does not support the XSD Schema required for QDC. Therefore, when validating with version 3.0 you **MUST** use it in conjunction with the supplied DTD file on page 37.

### **Testing resources**

These web links provide useful information about XML Parsers.

#### **Microsoft XML Parser 3.0 SP 4**

- <http://msdn.microsoft.com/downloads/sample.asp?url=/MSDN-FILES/027/001/772/msdncompositedoc.xml&frame=true>

#### **Microsoft XML Parser 3.0 SP4 SDK**

- <http://www.microsoft.com/downloads/details.aspx?FamilyId=B432CD45-B7ED-4C32-A443-EC56F10EE175&displaylang=en>

#### **Microsoft XML Core Services 4.0 Service Pack 2**

- <http://www.microsoft.com/downloads/details.aspx?FamilyId=3144B72B-B4F2-46DA-B4B6-C5D7485F2B42&displaylang=en>

#### **Online XML validator**

- <http://apps.gotdotnet.com/xmltools/xsdvalidator/Default.aspx>

This page allows you to validate XML documents against an W3C XML Schema (XSD) or an XML Data-Reduced (XDR) schema in order to verify a schema, check the quality of XML documents and validate the XML document against a schema, if both schema and XML document are submitted.

### **Error handling**

The QDC Central Repository will **reject** data export files during the import process if the XML is wrong or the agency and service type outlet codes are incorrect. In such cases, an error is raised and you are advised to send a replacement file.

It does not reject QDC export files containing invalid data and missing data fields.

It is essential therefore that you validate all files and check that the data is accurate before sending them to DHS.

## Validating XML - Code Examples

Any program can be used to code the XML export file, but this must be done according to whether you are validating it:

- using an XSD schema with MSXML Core Services 4.0
- using a DTD schema with MS XML Parser 3.0

### 1. Using MSXML Core Services 4.0 to validate an XSD file

In the example below, MS Visual Basic 6.0 was used to prepare the code for validation in an XSD schema language using MS XML Core Services 4.0.

---

```

On Error Resume Next
Dim xmlschema As MSXML2.XMLSchemaCache40
Dim fs As Scripting.FileSystemObject
Set xmlschema = New MSXML2.XMLSchemaCache40
Set fs = New Scripting.FileSystemObject
xmlschema.Add "", fs.GetAbsolutePathName(Me.txtXSD.Text)

If Err > 0 Then
    MsgBox Err.Source & " reported this error loading the
    XSD Schema file:" & vbCrLf & Err.Number & ": " &
    Err.Description
End If

Dim xmldom As MSXML2.DOMDocument40
Set xmldom = New MSXML2.DOMDocument40
Set xmldom.schemas = xmlschema
xmldom.async = False
xmldom.Load fs.GetAbsolutePathName(Me.txtXML.Text)

If xmldom.parseError.errorCode <> 0 Then
    With xmldom.parseError
        MsgBox .errorCode & " " & .reason & vbCrLf & "line "
        & .Line & " pos " & .linepos & vbCrLf & "source: "
        & .srcText
    End With
Else
    MsgBox "Validated OK!"
End If

```

---



## 2. Using MS XML Parser 3.0 to validate a DTD file

In the example below, MS Visual Basic 6.0 was used to prepare the code for validation in a DTD schema language using MS XML Parser 3.0.

---

```

On Error Resume Next

Dim xmldom As MSXML2.DOMDocument
Dim fs As Scripting.FileSystemObject
Set xmldom = New MSXML2.DOMDocument

xmldom.async = False
xmldom.validateOnParse = True
Set fs = New Scripting.FileSystemObject
xmldom.Load fs.GetAbsolutePathName(Me.txtXML.Text)

If xmldom.parseError.errorCode <> 0 Then
    With xmldom.parseError
        MsgBox .errorCode & " " & .reason & vbCrLf & "line "
            & .Line & " pos " & .linepos & vbCrLf & "source: "
            & .srcText
    End With
Else
    MsgBox "Validated OK!"
End If

```

---

In the above example, the XML file must be updated to include a reference to the DTD file.

For example:

---

```

<?xml version="1.0" encoding="UTF-8"?>
<!DOCTYPE agency SYSTEM "C:\temp\QDC_Data_Transfer.dtd">
<agency agency_codeno="60135" qdc_id="2">
<outlet_response service_type_outlet_codeno="500860"
    question_fieldname="PaidStaffHrsRefWeek" value="15.00"/>
<outlet_response service_type_outlet_codeno="500860"
    question_fieldname="UnPaidStaffHrsRefWeek" value="15.00"/>
<outlet_response service_type_outlet_codeno="500860"
    question_fieldname="FullQuarterOperation" value="1"/>
<outlet_response service_type_outlet_codeno="500860"
    question_fieldname="HoursPerDay" value="6.00"/>
<outlet_response service_type_outlet_codeno="500860"
    question_fieldname="DaysPerWeek" value="6.00"/>
<outlet_response service_type_outlet_codeno="500860"
    question_fieldname="WeeksPerQuarter" value="4.00"/>
<outlet_response service_type_outlet_codeno="500860"
    question_fieldname="AIHWSERVICEType" value="2"/>
<outlet_response service_type_outlet_codeno="500860"
    question_fieldname="CurrentCapacity" value="3"/>
<service_user postcode="3066" has_carer_type="N" birth_date="1/01/1980"
    birth_date_est_ind="N" sex_code="2"
    stats_link_key="MIHAR010119802" suburb="COLLINGWOOD"
    state_code="2" consent_type="Y">
<service_user_response question_fieldname="SupportEducation" value="3"/>
<service_user_response question_fieldname="SupportSelfCare" value="2"/>
<service_user_response question_fieldname="SupportMobility" value="3"/>
<service_user_response question_fieldname="SupportCommunication" value="3"/>
<service_user_response question_fieldname="SupportInterpersonal" value="3"/>
<service_user_response question_fieldname="SupportLearning" value="2"/>
<service_user_response question_fieldname="SupportCommunity" value="2"/>
<service_user_response question_fieldname="SupportDomestic" value="1"/>
<service_user_response question_fieldname="SupportWorking" value="3"/>
<service_user_response question_fieldname="CarerPrimary" value=""/>
<service_user_response question_fieldname="CarerResidence" value=""/>
<service_user_response question_fieldname="CarerRelationship" value=""/>
<service_user_response question_f_ieldname="CarerAgeGroup" value=""/>
<service_user_response question_fieldname="CarerAllowance" value=""/>
<service_user_response question_fieldname="PrimaryDisabilityCSTDA" value="3"/>
<service_user_response question_fieldname="IndigenousStatus" value="2"/>
<service_user_response question_fieldname="BirthCountry" value="5105"/>

```

```

<service_user_response question_fieldname="Language" value="1201"/>
<service_user_response question_fieldname="InterpreterServices" value="1"/>
<service_user_response question_fieldname="CommunicationMethod" value="3"/>
<service_user_response question_fieldname="LivingArrangements" value="3"/>
<service_user_response question_fieldname="ResidentialSetting" value="3"/>
<service_user_response question_fieldname="LabourForceStatus" value="2"/>
<service_user_response question_fieldname="IncomeSource" value="5"/>
<service_user_response question_fieldname="ParticipateOutsideNoTransport" value="3"/>
<service_user_response question_fieldname="ParticipateTransport" value="2"/>
<service_user_response question_fieldname="ParticipateFamily" value="3"/>
<service_user_response question_fieldname="ParticipateSocial" value="3"/>
<service_user_response question_fieldname="ParticipateLeisure" value="1"/>
<service_user_response question_fieldname="ParticipateWorking" value="2"/>
<service_user_response question_fieldname="ParticipateMoney" value="3"/>
<service_user_response question_fieldname="IndividualFundingStatus" value="97"/>
<service_user_response question_fieldname="OtherDisabilityCSTDA" value="7"/>
<service_user_response question_fieldname="OtherDisabilityCSTDA" value="5"/>
<service_user_response question_fieldname="OtherDisabilityCSTDA" value="3"/>
<service_user_outlet start_date="15/11/2002" end_date=""
    last_service_date="31/12/2002" snapshot_type="N"
    referral_source_code="98"
    service_type_outlet_codeno="500860">
<service_hours from_date="16/11/2002" to_date="30/11/2002"
    service_hours="600" dhs_activity_sub_type_codeno="3"/>
<service_hours from_date="1/12/2002" to_date="31/12/2002"
    service_hours="600" dhs_activity_sub_type_codeno="2"/>
</service_user_outlet>
</service_user>
</agency>

```

---

## XML Data Type Definition (DTD)

---

```

<?xml version="1.0" encoding="UTF-8"?>
<!ELEMENT agency (outlet_response*, service_user*)>
<!ATTLIST agency
  agency_codeno CDATA #REQUIRED
  qdc_id CDATA #REQUIRED
>
<!ELEMENT outlet_response EMPTY>
<!ATTLIST outlet_response
  service_type_outlet_codeno CDATA #REQUIRED
  question_fieldname CDATA #REQUIRED
  value CDATA #REQUIRED
>
<!ELEMENT service_user (service_equipment*, service_user_response*,
service_user_outlet*)>
<!ATTLIST service_user
  postcode CDATA #REQUIRED
  has_carer_type CDATA #REQUIRED
  birth_date CDATA #REQUIRED
  birth_date_est_ind CDATA #REQUIRED
  sex_code (1 | 2 | 9) #REQUIRED
  stats_link_key CDATA #REQUIRED
  suburb CDATA #REQUIRED
  state_code CDATA #REQUIRED
  consent_type (Y | N ) #REQUIRED
>
<!ELEMENT service_equipment EMPTY>
<!ATTLIST service_equipment
  issue_date CDATA #REQUIRED
  equipment_code CDATA #REQUIRED
>
<!ELEMENT service_user_response EMPTY>
<!ATTLIST service_user_response
  question_fieldname CDATA #REQUIRED
  value CDATA #REQUIRED
>
<!ELEMENT service_user_outlet (service_hours*)>
<!ATTLIST service_user_outlet
  start_date CDATA #REQUIRED
  end_date CDATA #IMPLIED
  last_service_date CDATA #REQUIRED
  end_reason_code CDATA #IMPLIED
  snapshot_type CDATA #IMPLIED
  referral_source_code CDATA #IMPLIED
  service_type_outlet_codeno CDATA #REQUIRED
>
<!ELEMENT service_hours EMPTY>
<!ATTLIST service_hours
  from_date CDATA #REQUIRED
  to_date CDATA #REQUIRED
  service_hours CDATA #REQUIRED
  dhs_activity_sub_type_codeno CDATA #IMPLIED
>

```

---

## XML Schema Definition (XSD)

```

<?xml version="1.0" encoding="UTF-8" ?>
<xs:schema xmlns:xs="http://www.w3.org/2001/XMLSchema">
  <xs:element name="agency">
    <xs:complexType>
      <xs:sequence>
        <xs:element ref="outlet_response" minOccurs="0" maxOccurs="unbounded"/>
        <xs:element ref="service_user" minOccurs="0" maxOccurs="unbounded"/>
      </xs:sequence>
      <xs:attribute name="agency_codeno" use="required">
        <xs:simpleType>
          <xs:restriction base="xs:string">
            <xs:minLength value="1"/>
            <xs:maxLength value="15"/>
          </xs:restriction>
        </xs:simpleType>
      </xs:attribute>
      <xs:attribute name="qdc_id" type="xs:integer" use="required"/>
    </xs:complexType>
  </xs:element>
  <xs:element name="outlet_response">
    <xs:complexType>
      <xs:attribute name="service_type_outlet_codeno" use="required">
        <xs:simpleType>
          <xs:restriction base="xs:string">
            <xs:minLength value="1"/>
            <xs:maxLength value="15"/>
          </xs:restriction>
        </xs:simpleType>
      </xs:attribute>
      <xs:attribute name="question_fieldname" use="required">
        <xs:simpleType>
          <xs:restriction base="xs:string">
            <xs:minLength value="1"/>
            <xs:maxLength value="32"/>
          </xs:restriction>
        </xs:simpleType>
      </xs:attribute>
      <xs:attribute name="value" use="required">
        <xs:simpleType>
          <xs:restriction base="xs:string">
            <xs:minLength value="0"/>
            <xs:maxLength value="255"/>
          </xs:restriction>
        </xs:simpleType>
      </xs:attribute>
    </xs:complexType>
  </xs:element>
  <xs:element name="service_equipment">
    <xs:complexType>
      <xs:attribute name="issue_date" use="required">
        <xs:simpleType>
          <xs:restriction base="xs:string">
            <xs:minLength value="8"/>
            <xs:maxLength value="11"/>
          </xs:restriction>
        </xs:simpleType>
      </xs:attribute>
      <xs:attribute name="equipment_code" use="required">
        <xs:simpleType>
          <xs:restriction base="xs:string">
            <xs:minLength value="1"/>
            <xs:maxLength value="5"/>
          </xs:restriction>
        </xs:simpleType>
      </xs:attribute>
    </xs:complexType>
  </xs:element>
  <xs:element name="service_hours">

```

```

<xs:complexType>
<xs:attribute name="from_date" use="required">
  <xs:simpleType>
    <xs:restriction base="xs:string">
      <xs:minLength value="8"/>
      <xs:maxLength value="11"/>
    </xs:restriction>
  </xs:simpleType>
</xs:attribute>
<xs:attribute name="to_date" use="required">
  <xs:simpleType>
    <xs:restriction base="xs:string">
      <xs:minLength value="8"/>
      <xs:maxLength value="11"/>
    </xs:restriction>
  </xs:simpleType>
</xs:attribute>
<xs:attribute name="service_hours" type="xs:integer" use="required"/>
<xs:attribute name="dhs_activity_sub_type_codeno" use="optional">
  <xs:simpleType>
    <xs:restriction base="xs:string">
      <xs:minLength value="1"/>
      <xs:maxLength value="15"/>
    </xs:restriction>
  </xs:simpleType>
</xs:attribute>
</xs:complexType>
</xs:element>
<xs:element name="service_user">
  <xs:complexType>
    <xs:sequence>
      <xs:element ref="service_equipment" minOccurs="0" maxOccurs="unbounded"/>
      <xs:element ref="service_user_response" minOccurs="0" maxOccurs="unbounded"/>
      <xs:element ref="service_user_outlet" minOccurs="0" maxOccurs="unbounded"/>
    </xs:sequence>
    <xs:attribute name="postcode" use="required">
      <xs:simpleType>
        <xs:restriction base="xs:string">
          <xs:minLength value="4"/>
          <xs:maxLength value="5"/>
        </xs:restriction>
      </xs:simpleType>
    </xs:attribute>
    <xs:attribute name="has_carer_type" use="required">
      <xs:simpleType>
        <xs:restriction base="xs:string">
          <xs:minLength value="1"/>
          <xs:maxLength value="1"/>
        </xs:restriction>
      </xs:simpleType>
    </xs:attribute>
    <xs:attribute name="birth_date" use="required">
      <xs:simpleType>
        <xs:restriction base="xs:string">
          <xs:minLength value="8"/>
          <xs:maxLength value="11"/>
        </xs:restriction>
      </xs:simpleType>
    </xs:attribute>
    <xs:attribute name="birth_date_est_ind" use="required">
      <xs:simpleType>
        <xs:restriction base="xs:string">
          <xs:minLength value="1"/>
          <xs:maxLength value="1"/>
        </xs:restriction>
      </xs:simpleType>
    </xs:attribute>
    <xs:attribute name="sex_code" use="required">
      <xs:simpleType>
        <xs:restriction base="xs:string">
          <xs:maxLength value="5"/>
          <xs:minLength value="1"/>
          <xs:enumeration value="1"/>
          <xs:enumeration value="2"/>
        </xs:restriction>
      </xs:simpleType>
    </xs:attribute>
  </xs:complexType>
</xs:element>

```

```

        <xs:enumeration value="9"/>
    </xs:restriction>
</xs:simpleType>
</xs:attribute>
<xs:attribute name="stats_link_key" use="required">
    <xs:simpleType>
        <xs:restriction base="xs:string">
            <xs:minLength value="14"/>
            <xs:maxLength value="14"/>
        </xs:restriction>
    </xs:simpleType>
</xs:attribute>
<xs:attribute name="suburb" use="required">
    <xs:simpleType>
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```

```

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        </xs:restriction>
      </xs:simpleType>
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  </xs:complexType>
</xs:element>
</xs:schema>

```





## 8 Transmitting the QDC data file

Data must be transmitted to DHS **before** the **closure date** at the end of each quarter.

It can be sent to DHS in either of two ways;

- copied onto a floppy disk or CD ROM and mailed via registered post, or
- uploaded from your computer via the DHS Secure Data Exchange (SDE).

### Transmission window

After the end date of each quarter there will be a transmission window of one week where agencies will be expected to create and send their data export file for that quarter.

All export files received are stored temporarily in a QDC directory secured within the DHS network. After the transmission window expires and some preliminary checking has occurred, the QDC Central Repository will import all stored data for analysis and reporting.

During the transmission window you may send any number of replacement export files. However only the *latest* export file for the quarter will be accepted into the QDC Central Repository.

As outlined in *Chapter 4. Identifying your agency structure*, you must submit a separate XML export file for each *system* within your agency. That export file must address the full range of data items relevant to that system and contain ALL of the data pertaining to the quarter.

You cannot send a number of files containing partially complete information. If you wish to include additional data after you send an export file to DHS, you must re-create and re-send the full file so that it contains the additional information. The file you send will *over-write* the file you previously sent to the QDC directory for that quarter.

### Registered Post

If you cannot send the file using the SDE, copy the QDC export file to a diskette or burn it on a CD.

If the file is large, you may need to Zip before it will fit on a diskette.

Place the diskette or CD in an appropriate package and post it by registered mail to DHS at the following address:

QDC Helpdesk  
 Disability Services Division,  
 Department of Human Services  
 Level 19A 555 Collins Street  
 Melbourne Vic 3000

## Secure Data Exchange

Agencies with access to the Internet can transmit data to DHS via the DHS Secure Data Exchange (SDE). The SDE is designed to provide a standard methodology for the delivery and receipt of data files between the Department and all external entities across the Internet.

Using Secure Sockets Layer (SSL) with 128bit encryption satisfies the need for security when handling data that deals with certain types of service user data or information that may be of a sensitive or commercial nature.

### ***Obtain a username and password***

To use the SDE you must contact the QDC Helpdesk to obtain a username and password.

### ***Automatic or Manual transmission***

Your in-house system should be modified to allow for one of two possible means of connection to the SDE:

- **Automatic**, in which a CURL script is integrated into the export module to manage the connection transmission and termination of the link, or
- **Manual**, in which a standard web browser is used.

## Procedure: manually transmitting a file

The following procedure outlines the process for manually uploading the extracted QDC file via SDE.

1. Open your internet browser and enter the following web address:  
<https://sde.dhs.vic.gov.au>
  - You can select this from *Favourites* if you have already book-marked it.

The following web page should appear.



If it is does not:

- The web page may display the message:

*Insecure key length – upgrade your browser to 128 bit.*

In this case, your browser is not capable of high encryption and you will need to upgrade it (contact the QDC Help Desk)

OR

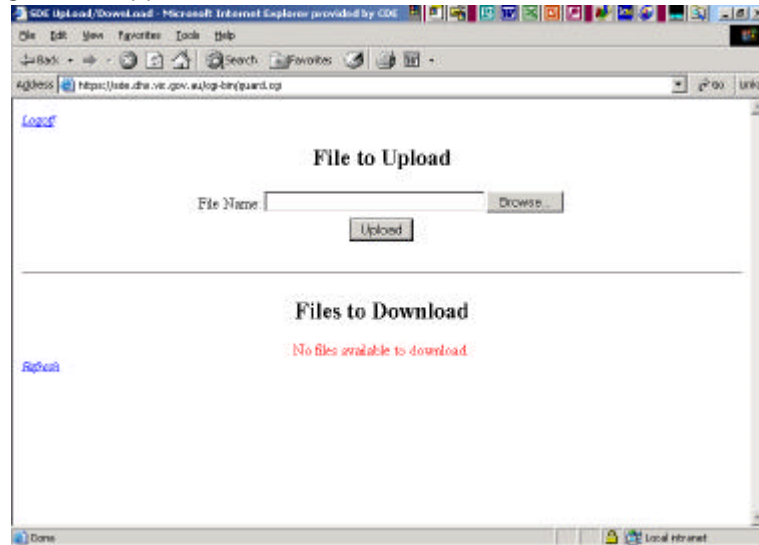
- A security alert may be displayed asking you whether you wish to proceed with the logon.

This may occur if the security settings on your internet browser are set too high. If you wish to change the settings you will need to open *Internet Options* on your browser and click on the *Security* tab.

If you still wish to proceed with the logon: click **Yes**.

2. Log on to SDE as follows:
  - Enter the username and password you have been provided
  - Click **Upload to the System**

The following screen appears:



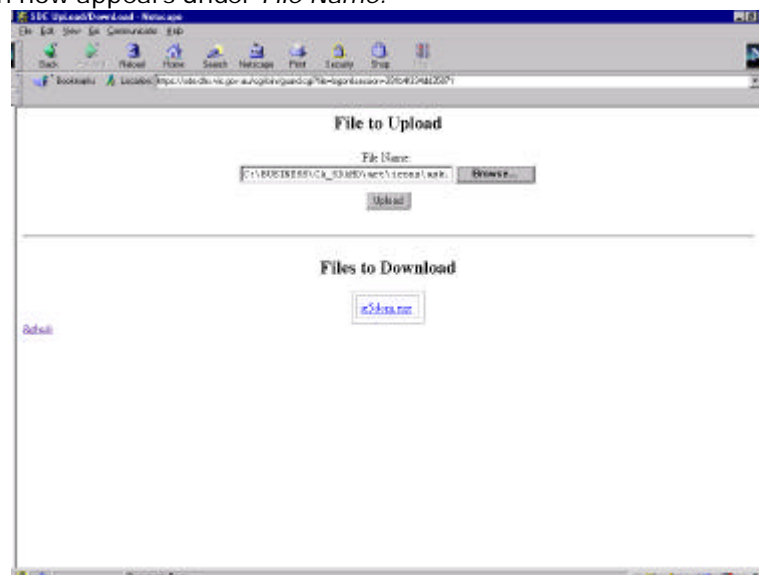
In the top half of the page you select the files that you wish to upload. The lower half indicates the data files that are currently available for downloading.

3. To select the files that you wish to upload:
  - click on **Browse** to open the *File Upload* choose box.



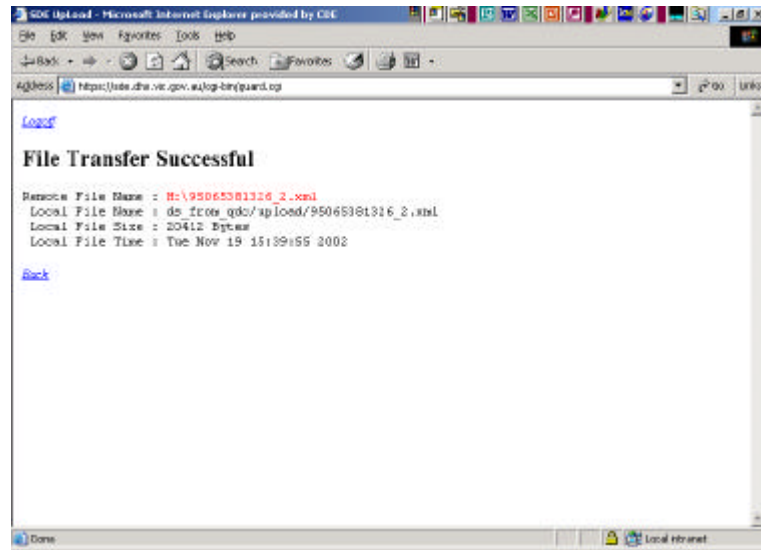
4. Find and click on the QDC export file you wish to upload, then
  - click **Open**.

The file path now appears under *File Name*:



5. Click Upload to transfer the QDC export file to the SDE at DHS.

When the entire file is received, an acknowledgement screen appears indicating that the file was transferred successfully.



6. Click **Logout** to close the session.

## Summary – How QDC should work

The examples below show the basis for sending export files to DHS using in-house systems on:

- Standalone computers
- Networked computers.

### Export files from standalone computers

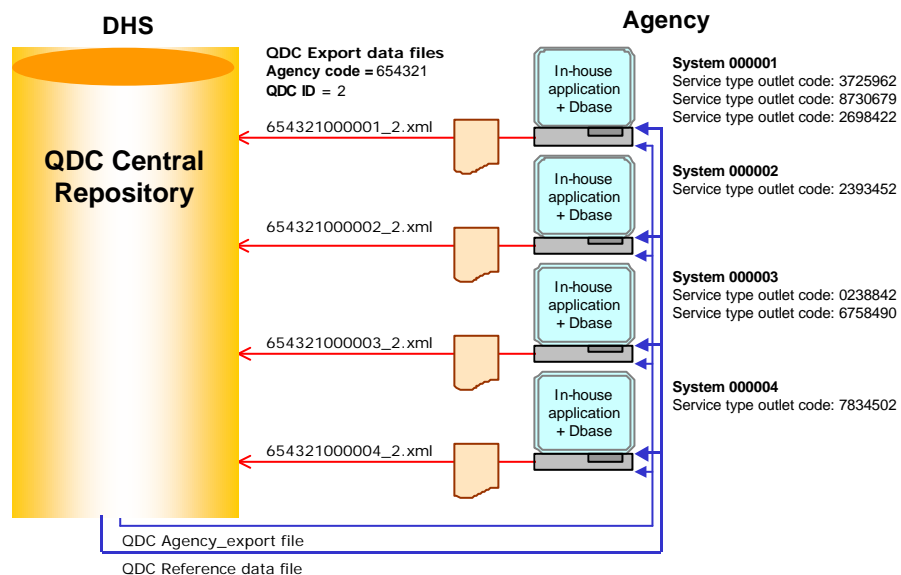
If you have more than one computer at a service location and these operate separately (i.e. they are not part of a local area network) you need to decide which computer is to be used to collect data for a particular service type outlet.

If your service location deals with a number of DHS activity types (i.e., you have a number of service type outlets) and you have several computers at this location, then you may be able to assign a separate service type outlet to each computer.

In the example below there are four computers and seven service type outlets at a service location. Each computer is being used to collect QDC data, however this can only be done by assigning to it specific service type outlets. The number does not matter, so long as no other computer is used to collect data for the same service type outlet. One export data file is sent to DHS for each quarter by each computer. The same file can contain the data for all the service data outlets assigned to that computer.

The in-house application and database has therefore been installed on each computer.

### Agency with four stand-alone systems



## Export files from a network

Your in-house system may be on a local area network (LAN) or wide area network (WAN).

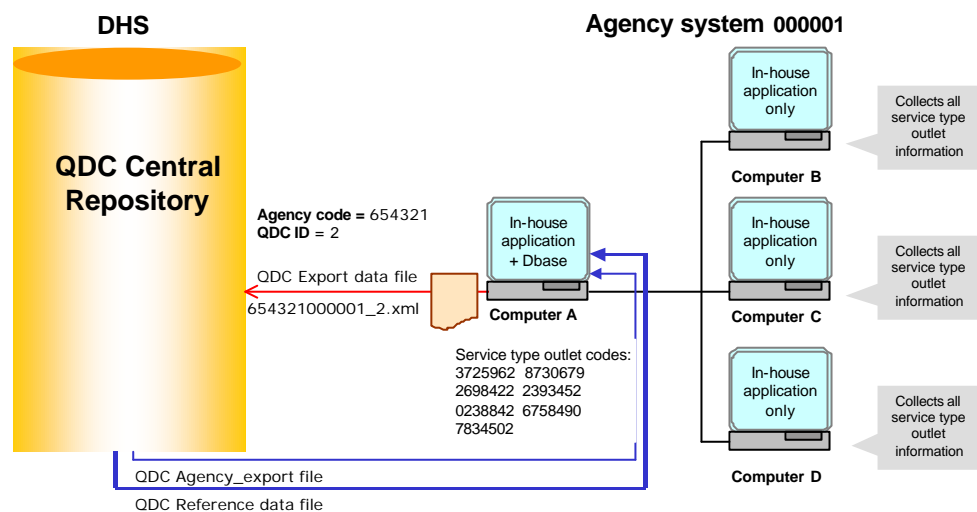
In a network, your database can be installed on one PC only and the application may be installed on other PCs connected to it. Since all users will share the database, only one copy of the database will be required on the network.

### Example

In the example below there are four networked computers and seven service type outlets at a service location. The application has been installed on all four of the computers but the database has only been installed on **system 00001**. Each computer can be used to collect the QDC data **for all service type outlets**, but the data must be saved to the database on **system 00001**.

One export data file is sent to DHS for each quarter by the **system 00001** computer only. The same file contains the data for all the service data outlets at the service location.

### Agency with one networked system







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**AdditionalDiagnosisPDSS**

- refer data item U021

Value	AdditionalDiagnosisPDSS Description
1	Drug and Alcohol
2	Intellectual (including Down Syndrome)
3	Specific learning/ADD (other than intellectual)
4	Autism (including Asperger's syndrome and Pervasive Developmental Delay)
5	Physical
6	Acquired Brain Injury / Head Injury
7	Neurological (including epilepsy & Alzheimer's Disease)
8	Deafblind (dual sensory)
9	Vision (sensory)
10	Hearing (sensory)
11	Speech
12	Psychiatric (other)

**AIHWSERVICEType**

- refer data item S001

Value	AIHWSERVICEType Description
1	Large residential/institution, over 20 people, 24 hour care
2	Small residential/institution, 7-20 people, 24 hour care
3	Hostels, generally not 24 hour care
4	Group homes, less than 7 people
5	Attendant care/personal care
6	In-home accommodation support
7	Alternative family placement
8	Other accommodation support
9	Therapy support for individuals
10	Early childhood intervention
11	Behaviour/specialist intervention
12	Counselling (individual/family/group)
13	Regional resource and support teams
14	Case management, local co-ordination and development
15	Other community support
16	Learning and life skills development
17	Recreation/holiday programs
18	Other community access
19	Own home respite
20	Centre-based respite/respite homes
21	Host family respite/peer support respite
22	Flexible/combination respite
23	Other respite
24	Advocacy
25	Information/referral
26	Combined information advocacy
27	Mutual support/self-help groups
28	Print disability/alternative formats of communications
29	Research and evaluation
30	Training and development
31	Peak bodies
32	Other support systems
99	[Not stated]

**BirthCountry**

- refer data item U014

<b>Value</b>	<b>BirthCountry Description</b>
<b>1000</b>	<b>Oceania and Antarctica, n.f.d.</b>
<b>1100</b>	<b>Australia (includes External Territories), n.f.d.</b>
1101	Australia
1102	Norfolk Island
1199	Australian External Territories, n.e.c.
1201	New Zealand
<b>1300</b>	<b>Melanesia, n.f.d.</b>
1301	New Caledonia
1302	Papua New Guinea
1303	Solomon Islands
1304	Vanuatu
<b>1400</b>	<b>Micronesia, n.f.d.</b>
1401	Guam
1402	Kiribati
1403	Marshall Islands
1404	Micronesia, Federated States of
1405	Nauru
1406	Northern Mariana Islands
1407	Palau
<b>1500</b>	<b>Polynesia (excludes Hawaii), n.f.d.</b>
1501	Cook Islands
1502	Fiji
1503	French Polynesia
1504	Niue
1505	Samoa
1506	Samoa, American
1507	Tokelau
1508	Tonga
1511	Tuvalu
1512	Wallis and Futuna
1599	Polynesia (excludes Hawaii), n.e.c.
<b>1600</b>	<b>Antarctica, n.f.d.</b>
1601	Adelie Land (France)
1602	Argentinian Antarctic Territory
1603	Australian Antarctic Territory
1604	British Antarctic Territory
1605	Chilean Antarctic Territory
1606	Queen Maud Land (Norway)
1607	Ross Dependency (New Zealand)
<b>2000</b>	<b>North-West Europe, n.f.d.</b>
<b>2100</b>	<b>United Kingdom, n.f.d.</b>
2101	Channel Islands
2102	England
2103	Isle of Man
2104	Northern Ireland
2105	Scotland
2106	Wales
2201	Ireland
<b>2300</b>	<b>Western Europe, n.f.d.</b>
2301	Austria
2302	Belgium
2303	France
2304	Germany
2305	Liechtenstein
2306	Luxembourg
2307	Monaco

2308	Netherlands
2311	Switzerland
<b>2400</b>	<b>Northern Europe, n.f.d.</b>
2401	Denmark
2402	Faeroe Islands
2403	Finland
2404	Greenland
2405	Iceland
2406	Norway
2407	Sweden
<b>3000</b>	<b>Southern and Eastern Europe, n.f.d.</b>
<b>3100</b>	<b>Southern Europe, n.f.d.</b>
3101	Andorra
3102	Gibraltar
3103	Holy See
3104	Italy
3105	Malta
3106	Portugal
3107	San Marino
3108	Spain
<b>3200</b>	<b>South Eastern Europe, n.f.d.</b>
3201	Albania
3202	Bosnia and Herzegovina
3203	Bulgaria
3204	Croatia
3205	Cyprus
3206	Former Yugoslav Republic of Macedonia (FYROM)
3207	Greece
3208	Moldova
3211	Romania
3212	Slovenia
3213	Yugoslavia, Federal Republic of
<b>3300</b>	<b>Eastern Europe, n.f.d.</b>
3301	Belarus
3302	Czech Republic
3303	Estonia
3304	Hungary
3305	Latvia
3306	Lithuania
3307	Poland
3308	Russian Federation
3311	Slovakia
3312	Ukraine
<b>4000</b>	<b>North Africa and the Middle East, n.f.d.</b>
<b>4100</b>	<b>North Africa, n.f.d.</b>
4101	Algeria
4102	Egypt
4103	Libya
4104	Morocco
4105	Sudan
4106	Tunisia
4107	Western Sahara
4199	North Africa, n.e.c.
<b>4200</b>	<b>Middle East, n.f.d.</b>
4201	Bahrain
4202	Gaza Strip and West Bank
4203	Iran
4204	Iraq
4205	Israel
4206	Jordan
4207	Kuwait
4208	Lebanon

4211	Oman
4212	Qatar
4213	Saudi Arabia
4214	Syria
4215	Turkey
4216	United Arab Emirates
4217	Yemen
<b>5000</b>	<b>South-East Asia, n.f.d.</b>
5100	Mainland South-East Asia, n.f.d.
5101	Burma (Myanmar)
5102	Cambodia
5103	Laos
5104	Thailand
5105	Viet Nam
<b>5200</b>	<b>Maritime South-East Asia, n.f.d.</b>
5201	Brunei Darussalam
5202	Indonesia
5203	Malaysia
5204	Philippines
5205	Singapore
5206	East Timor
<b>6000</b>	<b>North-East Asia, n.f.d.</b>
6100	Chinese Asia (includes Mongolia), n.f.d.
6101	China (excludes SARs and Taiwan Province)
6102	Hong Kong (SAR of China)
6103	Macau (SAR of China)
6104	Mongolia
6105	Taiwan
6200	Japan and the Koreas, n.f.d.
6201	Japan
6202	Korea, Democratic People's Republic of (North)
6203	Korea, Republic of (South)
<b>7000</b>	<b>Southern and Central Asia, n.f.d.</b>
<b>7100</b>	<b>Southern Asia, n.f.d.</b>
7101	Bangladesh
7102	Bhutan
7103	India
7104	Maldives
7105	Nepal
7106	Pakistan
7107	Sri Lanka
<b>7200</b>	<b>Central Asia, n.f.d.</b>
7201	Afghanistan
7202	Armenia
7203	Azerbaijan
7204	Georgia
7205	Kazakhstan
7206	Kyrgyz Republic
7207	Tajikistan
7208	Turkmenistan
7211	Uzbekistan
<b>8000</b>	<b>Americas, n.f.d.</b>
<b>8100</b>	<b>Northern America, n.f.d.</b>
8101	Bermuda
8102	Canada
8103	St Pierre and Miquelon
8104	United States of America
<b>8200</b>	<b>South America, n.f.d.</b>
8201	Argentina
8202	Bolivia
8203	Brazil
8204	Chile

8205	Colombia
8206	Ecuador
8207	Falkland Islands
8208	French Guiana
8211	Guyana
8212	Paraguay
8213	Peru
8214	Suriname
8215	Uruguay
8216	Venezuela
8299	South America, n.e.c.
<b>8300</b>	<b>Central America, n.f.d.</b>
8301	Belize
8302	Costa Rica
8303	El Salvador
8304	Guatemala
8305	Honduras
8306	Mexico
8307	Nicaragua
8308	Panama
<b>8400</b>	<b>Caribbean, n.f.d.</b>
8401	Anguilla
8402	Antigua and Barbuda
8403	Aruba
8404	Bahamas
8405	Barbados
8406	Cayman Islands
8407	Cuba
8408	Dominica
8411	Dominican Republic
8412	Grenada
8413	Guadeloupe
8414	Haiti
8415	Jamaica
8416	Martinique
8417	Montserrat
8418	Netherlands Antilles
8421	Puerto Rico
8422	St Kitts and Nevis
8423	St Lucia
8424	St Vincent and the Grenadines
8425	Trinidad and Tobago
8426	Turks and Caicos Islands
8427	Virgin Islands, British
8428	Virgin Islands, United States
<b>9000</b>	<b>Sub-Saharan Africa, n.f.d.</b>
<b>9100</b>	<b>Central and West Africa, n.f.d.</b>
9101	Benin
9102	Burkina Faso
9103	Cameroon
9104	Cape Verde
9105	Central African Republic
9106	Chad
9107	Congo
9108	Congo, Democratic Republic of
9111	Côte d'Ivoire
9112	Equatorial Guinea
9113	Gabon
9114	Gambia
9115	Ghana
9116	Guinea
9117	Guinea-Bissau

9118	Liberia
9121	Mali
9122	Mauritania
9123	Niger
9124	Nigeria
9125	Sao Tomé and Príncipe
9126	Senegal
9127	Sierra Leone
9128	Togo
<b>9200</b>	<b>Southern and East Africa, n.f.d.</b>
9201	Angola
9202	Botswana
9203	Burundi
9204	Comoros
9205	Djibouti
9206	Eritrea
9207	Ethiopia
9208	Kenya
9211	Lesotho
9212	Madagascar
9213	Malawi
9214	Mauritius
9215	Mayotte
9216	Mozambique
9217	Namibia
9218	Réunion
9221	Rwanda
9222	St Helena
9223	Seychelles
9224	Somalia
9225	South Africa
9226	Swaziland
9227	Tanzania
9228	Uganda
9231	Zambia
9232	Zimbabwe
9299	Southern and East Africa, n.e.c.
9997	Not known
99	[Not stated]

### CarerAgeGroup

- refer data item U011

Value	CarerAgeGroup Description
1	Under 15 years
2	15-24 years
3	25-44 years
4	45-64 years
5	65 years and over
99	[Not stated]

### CarerPDSSClient

- refer data item U012

Value	CarerPDSSClient Description
1	Yes - as a primary client
2	Yes - as a carer of a client
3	No
99	[Not stated]

### CarerRelationship

- refer data item U010

Value	CarerRelationship Description
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]

### ClientReasonHACC

- refer data item U065

Value	ClientReasonHACC Description
1	The details in this record describe a HACC Care Recipient
2	The details in this record describe a HACC Carer
99	[Not stated]

### CommunicationMethod

- refer data item U017

Value	CommunicationMethod Description
1	Spoken language (effective)
2	Sign language (effective)
3	Other effective non-spoken communication (eg Cannon Communicator, Compic)
4	Little, or no effective communication
99	[Not stated]

### ContactCaseManager

- refer data item U052

Value	ContactCaseManager Description
1	Yes
2	No
97	Not known
99	[Not stated]

### DependentChildren

- refer data item U023

Value	DependentChildren Description
1	Yes, lives with the service user
2	Yes, does not live with the service user
3	No
99	[Not stated]



### EndReasonCSTDA

- refer data item U073

Value	EndReasonCSTDA Description
1	Service user no longer needs assistance from service type outlet - moved to mainstream services
2	Service user no longer needs assistance from service type outlet - other
3	Service user moved to residential, institutional or supported accommodation setting
4	Service user's needs increased – other service type required
5	Services terminated due to budget/staffing constraints
6	Services terminated due to Occupational Health and Safety reasons
7	Service user moved out of area
8	Service user died
9	Service user terminated service
10	Other
99	[Not stated]

### EndReasonHACC

- refer data item U074

Value	EndReasonHACC Description
1	Client no longer needs assistance from agency
2	Client moved to residential, institutional or supported accommodation setting
3	Client's needs increased—other service provider required
4	Services terminated due to budget/staffing constraints
5	Services terminated due to Occupational Health and Safety reasons
6	Client moved out of area
7	Client died
8	Client terminated service
9	Other
11	Transferred to Veterans Home Care
99	[Not stated]

### Equipment

- refer data items U077, U078, U079, U080, U081, U082, U083,

Value	Equipment Description
10	Self-Care Aids
20	Support and Mobility Aids
30	Communication Aids
40	Aids for Reading
50	Medical Care Aids
60	Car Modifications
70	Other Goods or Equipment

### IncomeSource

- refer data item U032

Value	IncomeSource Description
1	Disability Support Pension
2	Other Pension or Benefit (not superannuation)
3	Paid employment
4	Compensation payments
5	Other income (eg. superannuation, investments etc.)
6	No income
97	Not known
99	[Not stated]

### IndigenousStatus

- refer data item U013

Value	IndigenousStatus Description
1	Aboriginal but not Torres Strait Islander origin
2	Torres Strait Islander but not Aboriginal origin
3	Both Aboriginal <b>and</b> Torres Strait Islander origin
4	Neither Aboriginal nor Torres Strait Islander origin

### InterpreterServices

- refer data item U016

Value	InterpreterServices Description
1	Yes, for spoken language other than English
2	Yes, for non-spoken communication
3	No
99	[Not stated]

### IPPgoalsMet

- refer data item U057

Value	IPPgoalsMet Description
1	Yes
2	None
3	Some
99	[Not stated]

### LabourForceStatus

- refer data item U031

Value	LabourForceStatus Description
1	Employed
2	Unemployed
3	Not in the labour force
99	[Not stated]

## Language

- refer data item U015

Value	Language Description
<b>1000</b>	<b>Northern European, n.f.d.</b>
<b>1100</b>	<b>Celtic, n.f.d.</b>
1101	Gaelic (Scotland)
1102	Irish
1103	Welsh
1199	Celtic, n.e.c. (Breton, Cornish, Manx)
<b>1201</b>	<b>English</b>
<b>1300</b>	<b>German and Related Languages, n.f.d.</b>
1301	German
1302	Letzeburgish
1303	Yiddish
<b>1400</b>	<b>Netherlandic and Related Languages, n.f.d.</b>
1401	Netherlandic
1402	Frisian
<b>1500</b>	<b>Scandinavian, n.f.d.</b>
1501	Danish
1502	Icelandic
1503	Norwegian
1504	Swedish
1599	Scandinavian, n.e.c. (Faeroese)
<b>2000</b>	<b>Southern European, n.f.d.</b>
2101	French
2201	Greek
<b>2300</b>	<b>Iberian Romance, n.f.d.</b>
2301	Catalan
2302	Portuguese
2303	Spanish
2399	Iberian Romance, n.e.c. (Crioulo, Galician, Ladino)
2401	Italian
2501	Maltese
<b>2900</b>	<b>Other Southern European Languages, n.f.d.</b>
2901	Basque
2902	Latin
2999	Other Sthn European Languages nec ( Friulian Ladin Romansch)
<b>3000</b>	<b>Eastern European, n.f.d.</b>
<b>3100</b>	<b>Baltic, n.f.d.</b>
3101	Latvian
3102	Lithuanian
<b>3200</b>	<b>Finnic, n.f.d.</b>
3201	Estonian
3202	Finnish
3299	Finnic, n.e.c. ( Karelian, Lapp, Ludic)
3301	Hungarian
<b>3400</b>	<b>East Slavic, n.f.d.</b>
3401	Belorussian
3402	Russian
3403	Ukrainian
<b>3500</b>	<b>South Slavic, n.f.d.</b>
3501	Bosnian
3502	Bulgarian
3503	Croatian
3504	Macedonian
3505	Serbian
3506	Slovene
<b>3600</b>	<b>West Slavic, n.f.d.</b>
3601	Czech
3602	Polish

3603	Slovak
<b>3900</b>	<b>Other Eastern European Languages, n.f.d.</b>
3901	Albanian
3902	Armenian
3903	Aromunian (Macedo-Romanian)
3904	Romanian
3999	Other East European Languages, nec. (Georgia Ingush Romany)
<b>4000</b>	<b>Southwest Asian and North African Languages, n.f.d.</b>
<b>4100</b>	<b>Iranic, n.f.d.</b>
4101	Kurdish
4102	Pashto
4103	Persian
4199	Iranic, n.e.c. (Balochi, Ossetic, Tajik)
<b>4200</b>	<b>Middle Eastern and North African Languages, n.f.d.</b>
4201	Amharic
4202	Arabic (including Lebanese)
4203	Assyrian (including Aramaic)
4204	Hebrew
4205	Tigrinya
4299	Middle Eastern and North African Languages, n.e.c.
<b>4300</b>	<b>Turkish and Central Asian Languages, n.f.d.</b>
4301	Turkish
4399	Turkish & Central Asian Languages nec (Azeri Mongol Tatar)
<b>5000</b>	<b>Southern Asian, n.f.d.</b>
<b>5100</b>	<b>Dravidian, n.f.d.</b>
5101	Kannada
5102	Malayalam
5103	Tamil
5104	Telugu
5199	Dravidian Languages, n.e.c. (Brahui, Malto, Tulu)
<b>5200</b>	<b>Indo-Aryan, n.f.d.</b>
5201	Bengali
5202	Gujarati
5203	Hindi
5204	Konkani
5205	Marathi
5206	Nepali
5207	Punjabi
5208	Sindhi
5211	Sinhalese
5212	Urdu
5299	Indo-Aryan, n.e.c. (Assamese, Kashmiri, Rajasthani)
<b>5999</b>	<b>Other Sthn Asian Languages nec (Balti, Burushaski, Nuristani)</b>
<b>6000</b>	<b>Southeast Asian, n.f.d.</b>
<b>6100</b>	<b>Burman, n.f.d.</b>
6101	Burmese
6199	Burman Languages, n.e.c. (Lisu, Pho, Rawang)
<b>6200</b>	<b>Hmong-Mien, n.f.d.</b>
6201	Hmon
6299	Hmong-Mien Languages, n.e.c. (Mien, Yao)
<b>6300</b>	<b>Mon-Khmer, n.f.d.</b>
6301	Khmer
6302	Vietnamese
6399	Mon-Khmer, n.e.c. (Khasi, Khmu, Muong)
<b>6400</b>	<b>Tai, n.f.d.</b>
6401	Lao
6402	Thai
6499	Tai, n.e.c. (Buyi, Jui, Tho)
<b>6500</b>	<b>Western Austronesian Languages, n.f.d.</b>
6501	Bisaya
6502	Cebuano
6503	Ilokano

6504	Indonesian
6505	Malay
6506	Tagalog (Filipino)
6507	Tetum
6508	Timorese
6599	Western Austronesian Languages nec (e.g. Balinese Bikol)
6999	Other Southeast Asian Languages, n.e.c.
<b>7000</b>	<b>Eastern Asian Languages, n.f.d.</b>
<b>7100</b>	<b>Chinese, n.f.d.</b>
7101	Cantonese
7102	Hakka
7103	Hokkien
7104	Mandarin
7105	Teochew
7106	Wu
7199	Chinese, n.e.c. (Chang Chow, Hunan, Kan)
7201	Japanese
7301	Korean
7999	Other East Asian Languages nec (Ainu Bhotia Tibetan)
<b>8000</b>	<b>Australian Indigenous Languages, n.f.d.</b>
<b>8100</b>	<b>Northern Aboriginal, n.f.d.</b>
8101	Anindilyakwa
8102	Burarra
8103	Dhaangu
8104	Dhay'yi
8105	Dhuwal-Dhuwala
8106	Djinang
8107	Karrwa (Garrwa, Garawa)
8108	Kunwinjku (Gunwinggu)
8111	Aung
8112	Murrinh-Patha
8113	Ngangkikurungurr
8114	Nunggubuyu
8115	Rembarrnga
8116	Ritharrngu
8117	Tiwi
8118	Yanyuwa (Anula)
8199	Northern Aboriginal, n.e.c.
<b>8200</b>	<b>Central Aboriginal, n.f.d.</b>
8201	Alyawarr (Alyawarra)
8202	Anmatyerr (Anmatyirra)
8203	Arrente (Aranda)
8204	Bardi
8205	Bunuba (Bunaba)
8206	Jaru (Djaru)
8207	Kija (Gidya)
8208	Kuurinji (Gurindji)
8211	Kukatha (Kokatha, Gugada)
8212	Kukatja (Gugaja)
8213	Miriwoong
8214	Mutpurra (Mudburra)
8215	Ngaatjatjara
8216	Nyangumarta
8217	Pintupi
8218	Pitjantjatjara
8221	Walmajarri (Walmadjari)
8222	Warumunqu (Warumunga)
8223	Warlpiri
8224	Yulparija
8225	Yankunytjatjara
8299	Central Aboriginal, n.e.c.
<b>8300</b>	<b>Cape York Peninsula Aboriginal, n.f.d.</b>

8301	Gugu Yalanji
8302	Guugu Yimidhirr
8303	Kuuku-Ya'u
8304	Wik-Mungkan
8399	Cape York Peninsula Aboriginal, n.e.c.
<b>8400</b>	<b>Torres Strait, n.f.d.</b>
8401	Kalaw Lagaw Ya (Kalaw Kawa Ya)
8402	Meryam Mir
<b>8500</b>	<b>West Coast Aboriginal, n.f.d.</b>
8501	Ngarluma
8502	Nyungar (Noongar)
8503	Yindjibarndi
8599	West Coast Aboriginal, n.e.c.
<b>8600</b>	<b>Eastern Aboriginal, n.f.d.</b>
8601	Adnymathanha (Yura Ngawarla)
8602	Arabana (Arabuna)
8699	Eastern Aboriginal, n.e.c.
<b>8700</b>	<b>Australian Creoles, n.f.d.</b>
8701	Kriol
8702	Torres Strait Creole (Broken)
<b>9000</b>	<b>Other Languages, n.f.d.</b>
9101	American Languages
<b>9200</b>	<b>African Languages (Excluding North Africa), n.f.d.</b>
9201	Acholi
9202	Afrikaans
9203	Akan
9204	Asante
9205	Mauritian Creole
9206	Oromo
9207	Shona
9208	Somali
9211	Swahili
9212	Yoruba
9213	Zulu
9299	African Languages (Excl Nth Africa), nec (e.g. Fante Malagasy)
<b>9300</b>	<b>Oceanic Austronesian Languages, n.f.d.</b>
9301	Fijian
9302	Gilbertese
9303	Maori (Cook Island)
9304	Maori (New Zealand)
9305	Motu
9306	Nauruan
9307	Niue
9308	Samoan
9311	Tongan
9399	Oceanic Austronesian Languages nec (e.g.Hawai'ian Rotuman)
<b>9400</b>	<b>Oceanian Pidgins and Creoles, n.f.d.</b>
9401	Tok Pisin
9499	Oceanian Pidgins and Creoles, n.e.c.
9501	Papuan Languages
9601	Invented Languages
<b>9700</b>	<b>Sign Languages, n.f.d.</b>
9701	Auslan
9702	Makaton
9799	Sign Languages, n.e.c.
9997	Not known
99	[Not stated]

### LivesWithAtEntry

- refer data item U024

Value	LivesWithAtEntry Description
1	Lived alone
2	Lived with family
3	Lived with others
99	[Not stated]

### LivesWithAtExit

- refer data item U025

Value	LivesWithAtExit Description
1	Living alone
2	Living with family
3	Living with others
99	[Not stated]

### LivingArrangements

- refer data item U022

Value	LivingArrangements Description
1	Lives alone
2	Lives with family
3	Lives with others
99	[Not stated]

### MSSHActivities

- refer data item S014

Value	MSSHActivities Description
1	Information / Advice
2	Telephone Assistance
3	Support Groups
4	Education Forums

### OtherDisabilityCSTDA

- refer data item U019

Value	OtherDisabilityCSTDA Description
1	Intellectual (including Down Syndrome)
2	Specific learning/Attention Deficit Disorder (other than intellectual)
3	Autism (including Asperger's syndrome and Pervasive Developmental Delay)
4	Physical
5	Acquired Brain Injury
6	Neurological (including epilepsy and Alzheimer's Disease)
7	Deafblind (dual sensory)
8	Vision (sensory)
9	Hearing (sensory)
10	Speech
11	Psychiatric
12	Developmental Delay (applicable to 0-5 year olds only, where no other category is appropriate)

### OutletTypePDSS- RR

- refer data item S007

Value	OutletTypePDSS-RR Description
1	Young Persons Residential Rehabilitation Program
2	Long-Term Residential Rehabilitation Program
99	[Not stated]

### Participation

- refer data items U035, U036, U037, U038, U039, U040, U041

Value	Participation Description
1	Fully
2	Partially
3	Not at All
97	Not known
99	[Not stated]

### PensionBenefitStatus

- refer data item U034

Value	PensionBenefitStatus Description
1	Age Pension
3	Disability Support Pension
4	Carer Payment (pension)
5	Unemployment-related allowance
6	Other Government pension/benefit
7	No Government pension/benefit
11	DVA gold card holder
12	DVA white card holder
99	[Not stated]

### PrimaryDiagnosisPDSS

- refer data item U020

Value	PrimaryDiagnosisPDSS Description
1	Schizophrenia
2	Bipolar Disorder
3	Depression
4	Anxiety
5	Personality Disorder
6	Eating Disorder
7	Post Natal
8	Schizo-affective
9	Other Psychiatric Diagnosis
97	Not known

### PrimaryDisabilityCSTDA

- refer data item U018

Value	PrimaryDisabilityCSTDA Description
1	Intellectual (including Down Syndrome)
2	Specific learning/Attention Deficit Disorder (other than intellectual)
3	Autism (including Asperger's syndrome and Pervasive Developmental Delay)
4	Physical
5	Acquired Brain Injury
6	Neurological (including epilepsy and Alzheimer's Disease)
7	Deafblind (dual sensory)
8	Vision
9	Hearing
10	Speech
11	Psychiatric
12	Developmental Delay (applicable to 0-5 year olds only, where no other category is appropriate)



**ReasonRespite**

- refer data item U062

Value	ReasonRespite Description
1	Emergency (non clinical)
2	Planned
3	Other
99	[Not stated]

**ReferralSourceHACC**

- refer data item U061

Value	ReferralSourceHACC Description
1	Self
2	Family member / friend
3	General Practitioner
4	Specialist aged or disability assessment (team/service e.g. ACAT)
5	Comprehensive HACC assessment authority
6	Community nursing service
7	Hospital (public)
8	Psychiatric/Mental Health Service
9	Extended care/rehabilitation facility
10	Palliative care facility/hospice
11	Government residential aged care facility
12	Aboriginal Health Service
13	Carelink Centre
14	Other Community-based government
15	Other government medical/health service
16	Other government community-based services agency
17	Hospital (private)
18	Non government residential aged care facility
19	Other non government medical/health service
20	Other non government community-based service
21	Law enforcement agency
22	Other
99	[Not stated]

### ReferralSourcePDSS

- refer data item U060

Value	ReferralSourcePDSS Description
1	Self
2	Family member / friend
3	General Practitioner
4	Community service agency
5	Community service agency (non-government)
6	Specialist aged or disability assessment (team/service eg. ACAT)
7	Residential community mental health facility
8	Residential alcohol and other drug treatment / care unit
9	Acute care hospital (general)
10	Acute psychiatric service
11	Mental health service
12	Psychiatric long term
13	Non-psychiatric long term care
14	Private psychiatrist
15	Within organisation
99	[Not stated]

### ResidentialSetting

- refer data item U026

Value	ResidentialSetting Description
1	Private residence – owned or purchased
2	Private residence - private rental
3	Private residence - public rental
4	Private residence - mobile home or caravan
5	Independent living unit within a retirement village
6	Boarding house/Private Hotel
7	Short term crisis or emergency accommodation
8	Transitional accommodation
9	Domestic-scale supported living facility (e.g. group homes/CRUs)
10	Supported accommodation facility (e.g. hostels, supported residential services or facilities)
11	Residential aged care facility (e.g. nursing home or aged care hostel)
12	Psychiatric Inpatient Unit
13	Psychiatric/mental health community care facility
14	Public place/temporary shelter
15	Residence within an Aboriginal community – private rental
16	Residence within an Aboriginal community – temporary shelter
17	Hospital
18	Other
99	[Not stated]

### ResidentialSettingExit

- refer data item U029b

Value	ResidentialSettingExit Description
1	Private residence – owned or purchased
2	Private residence – private rental
3	Private residence – public rental
4	Private residence – mobile home
5	Independent living unit within a retirement village
6	Boarding house/private hotel
7	Short-term crisis or transitional accommodation
8	Domestic-scale supported living facility
9	Supported Residential Service
10	Residential aged care facility (e.g. nursing home or aged care hostel)
11	Psychiatric/mental health community care facility
12	Public place/temporary shelter
13	Private residence rented from Aboriginal Community
14	Temporary shelter within an Aboriginal Community
15	Hospital
16	Extended care/rehabilitation facility
17	Palliative care service/hospice
18	Not applicable – client died
19	Other
20	Not known
99	[Not stated]

### State

- refer attribute state\_code

Value	State Description
1	New South Wales
2	Victoria
3	Queensland
4	South Australia
5	Western Australia
6	Tasmania
7	Northern Territory
8	Australian Capital Territory
9	Other Territories
99	[Not stated]

### SourceClinicalSupport

- refer data item U051

Value	SourceClinicalSupport Description
1	Public Area Mental Health Service
2	Private Psychiatrist
3	General Practitioner
4	Other
5	No clinical support
99	[Not stated]

### Support

- refer data items U042, U043, U044, U045, U046, U047, U048, U049, U050

Value	Support Description
1	Unable to do or always needs help or supervision
2	Sometimes needs help or supervision
3	Does not need help or supervision but uses aids or equipment
4	Does not need help or supervision and does not use aids or equipment
99	[Not stated]

**YN-NKNS**

- refer data items U033, U053

<b>Value</b>	<b>YN-NKNS Description</b>
1	Yes
2	No
97	Not known
99	[Not stated]

**YN-NS**

- refer data items S002, S031, U008, U009, U030

<b>Value</b>	<b>YN-NS Description</b>
1	Yes
2	No
99	[Not stated]

## Annex B. QDC ID Reference Table

QDC_ID	Description
1	2002-03 Financial Year – July to September
2	2002-03 Financial Year – October to December
3	2002-03 Financial Year – January to March
4	2002-03 Financial Year – April to June
5	2003-04 Financial Year – July to September
6	2003-04 Financial Year – October to December
7	2003-04 Financial Year – January to March
8	2003-04 Financial Year – April to June
9	2004-05 Financial Year – July to September
10	2004-05 Financial Year – October to December
11	2004-05 Financial Year – January to March
12	2004-05 Financial Year – April to June
13	2005-06 Financial Year – July to September
14	2005-06 Financial Year – October to December
15	2005-06 Financial Year – January to March
16	2005-06 Financial Year – April to June
17	2006-07 Financial Year – July to September
18	2006-07 Financial Year – October to December
19	2006-07 Financial Year – January to March
20	2006-07 Financial Year – April to June
21	2007-08 Financial Year – July to September
22	2007-08 Financial Year – October to December
23	2007-08 Financial Year – January to March
24	2007-08 Financial Year – April to June

## Annex C. DHS Activity References

This annex contains the lists of QDC codes required for DHS activity and activity sub type references:

- 1. DHS Activity Reference Table
- 2. DHS Activity Sub Type Reference Table

### 1. DHS Activity Reference Table

DHS_activity_id	Code no	Name
1	13009	HACC-Nursing - non Blair 2000
2	13015	HACC-Linkages Packages
3	13024	HACC-Assessment & Care Management
4	13025	HACC-Personal care
5	13026	HACC-Home Care
6	13027	HACC-Respite (home and community)
7	13028	HACC-Respite (Overnight)
8	13056	HACC-Planned Activity Group - core
9	13057	HACC-Planned Activity Group - high
10	13063	HACC-Volunteer Coordination
11	13094	HACC-Nursing
12	13096	HACC-Allied Health
13	13097	HACC-Delivered Meals
14	13099	HACC-Property Maintenance
15	15034	PDRSS-Home based outreach support
16	15035	PDRSS-Psycho-social Rehabilitation Day Program
17	15036	PDRSS-Mutual Support/Self Help/Information/Advocacy
18	15037	PDRSS-Planned Respite
19	15038	PDRSS-Residential Rehabilitation
43	15055	PDRSS-Supported Accommodation
44	15263	PDRSS-Carer Support
20	17006	DSD-Criminal Justice Services
21	17008	DSD-Accommodation Outreach Support
22	17010	DSD-Respite
23	17016	DSD-Shared Supported Accommodation
24	17017	DSD-Congregate Care
25	17022	DSD-Day Programs
26	17023	DSD-Independent Living Training Services
27	17024	DSD-Advocacy Services
28	17025	DSD-Aids & Equipment
29	17026	DSD-Behaviour Intervention Services
30	17028	DSD-Case Management
31	17033	DSD-Information Services
32	17034	DSD-Flexible Support Packages
33	17035	DSD-Recreation
34	17042	DSD-Therapy
46	17044	DSD-Intake and Response
35	17052	DSD-Family Options
36	17053	DSD-Peak Organisations
37	17061	DSD-Building Inclusive Communities
38	17064	DSD-Training and Development
39	17200	DSD-Home First
40	17201	DSD-Futures for Young Adults
41	17203	DSD-Transitional Accommodation Support
42	17999	SRV-Recreation
47	17051	DSD-Service Quality
48	17080	DSD-System Support and Innovation
49	17081	DSD-Individualised Support Packages
50	17082	DSD-Community options
51	17083	DSD-Moving ahead

## 2. DHS Activity Sub Type Reference Table

DHS\_activity\_id below links to DHS\_activity\_id in the table above.

DHS_activity_id	DHS_activity_Sub_Type_id	Code no	Name
1	1	1	Nursing Care at centre
1	2	2	Nursing Care at home
2	3	1	Counselling, information, advocacy
2	4	2	Case management
2	5	3	Home Care
2	6	4	Volunteer social support
2	7	5	Nursing care at home
2	8	6	Nursing care at centre
2	9	7	Allied health care at home
2	10	8	Allied health care at centre
2	11	9	Personal care
2	12	10	Planned activity group – core
2	13	11	Planned activity group – high
2	14	12	Respite – home and community
2	15	13	Respite – overnight
2	16	14	Assessment
2	17	15	Property maintenance
11	18	1	Nursing Care at centre
11	19	2	Nursing Care at home
12	20	1	Allied Health Care at centre
12	21	2	Allied Health Care at home
15	22	1	Home Based Outreach Support
15	23	2	Intensive Home Based Outreach Support
15	24	3	Mother Support
16	25	1	Unstructured/Drop in
16	26	2	Independent Living Skills Development
16	27	3	Psychosocial Support
16	28	4	Prevocational Training
16	29	5	Recreation
16	30	6	Outdoor Education
16	31	7	Community Access/Outreach
18	32	1	In Home (individual)
18	33	2	Day Activities (in groups)
18	34	3	Residential (in groups)
18	35	4	Holidays/Camps (in groups)
18	36	5	Outdoor Education (in group)
18	37	6	Individual
18	38	7	Other
22	39	1	In home respite
22	40	2	Other flexible respite
22	41	3	Facility Based respite
22	42	4	Community Access respite
22	51	5	Coordination
32	43	1	Short Term Assistance Package (STAP)
32	44	2	Intensive Support Package (ISP)
32	45	3	Assisted Community Living Package
32	46	4	Early Choices
32	47	5	Making a Difference
32	48	6	Continuity Of Care Statewide Fund
32	49	7	Family Choices
32	52	8	ABI Packages
32	53	9	Family Options
20	54	1	Intensive Rehabilitation Treatment Program (IRTP)
20	55	2	Other





## Glossary

<b>Agency Codeno</b>	A unique number provided by DHS that is used to match files to a funded agency.
<b>AIHW</b>	Australian Institute of Health and Welfare. The central data agency for the CSTDA.
<b>AP&amp;DC</b>	Agency Performance and Data Collection. This is a DSD data collection to support performance monitoring.
<b>CSDA</b>	Commonwealth State Disability Agreement. Now known as CSTDA (see below).
<b>CSTDA</b>	Commonwealth State and Territory Disability Agreement (previously known as CSDA - the Commonwealth State Disability Agreement). This is a formal agreement signed by the Commonwealth Government and all State and Territory governments under which funding is provided to support specialist services for people with disabilities. In Victoria, these services are provided through DSD, PDRSS and the Early Intervention programs.  Although data requirements for services provided by DSD and PDRSS are included in this guide those for services provided by Early Intervention are not, and are collected using another information system.
<b>CURL</b>	A command line tool for transferring files with URL syntax
<b>Data item</b>	A specific detail of information that equates to a question that has to be responded to during data collection for every service type outlet that provides DSD, PDRSS or HACC services and every service user that receives them.  For example, the question: <i>To what extent does the service user participate in getting around outside without transport?</i> equates to the data item: <i>Participation: getting around</i> .  There are many data items and they are classed according to whether they relate to: <ul style="list-style-type: none"> <li>• service type outlets</li> <li>• service users.</li> </ul> Data items are identified by an <b>S</b> or <b>U</b> , followed by a unique number and definition, e.g. <i>S 03, Weeks per quarter of operation, or U 003 Date of birth</i> .
<b>DHS</b>	Department of Human Services.
<b>DHS activity type</b>	The funding category through which services are provided to service users at the service type outlet. Where agencies are funded via a service agreement with the Department of Human Services, the funded activities should be consistent with those contained in the agency's service agreement.
<b>DSD</b>	Disability Service Division. The division of the Department of Human Services that funds services for individuals with a range of disabilities, excluding psychiatric disability.
<b>Funded agencies</b>	All agencies funded by DSD and PDRSS must submit data, as specified with this data guide, for each service type outlet. HACC agencies that wish to use the QDC Tool, instead of the existing HACC E -form or HACC forms must also submit data in accordance with this guide.
<b>HACC</b>	Home and Community Care. A program administered by the Aged Care Branch in Rural and Regional Health and Aged Care Services Division of the Department of Human Services.
<b>HACC E-Form</b>	Computer application distributed within Victoria by the HACC program to enable HACC funded agencies to record and submit data electronically each quarter for the purpose of reporting the HACC MDS.
<b>HACC MDS</b>	Minimum data set requirement for HACC funded agencies in accordance with the agreement between the state and civil governments.
<b>In house systems</b>	Computer systems developed or purchased by agencies to record information about their service users and associated service provision.

<b>Jurisdictions</b>	Refers to States and Territories
<b>MDS</b>	Minimum Data Set
<b>MHB</b>	Mental Health Branch
<b>NMDS</b>	National Minimum Data Set. Previously referred to as MDS (Minimum Data Set).
<b>PDRSS</b>	Psychiatric Disability Rehabilitation Support Services (previously referred to as Psychiatric Disability Support Services or PDSS). It refers to the program of the Mental Health Branch in the Metropolitan Health and Aged Care Services Division of the Department of Human Services, which funds rehabilitation and support services to individuals with psychiatric disability.
<b>QDC</b>	Quarterly Data Collection. The combined data collection covering the DSD, PDRSS and HACC.
<b>QDC Tool</b>	Computer application commissioned by the Department of Human Services, i.e. DSD in association with the PDRSS and HACC programs, to enable participating agencies to record and submit their data electronically each quarter.
<b>QDC_ID</b>	A DHS assigned number that identifies the quarter to which the data relates. This is a one up number for each successive quarter dating from the beginning of QDC. For example, the QDC ID for first quarter of the year in which the QDC began is 1 and 4 for the last quarter of that year. The QDC for the first quarter of the following year is 5 and 8 for the last quarter. Quarters are dated according to the financial year, not the calendar year.
<b>Reference week</b>	Each quarterly reporting period contains a 7-day <i>reference week</i> as follows: <ul style="list-style-type: none"> <li>• Quarter 1 from 24 to 30 September;</li> <li>• Quarter 2 from 24 to 30 November;</li> <li>• Quarter 3 from 25 to 31 March; and</li> <li>• Quarter 4 from 24 to 30 June.</li> </ul> For Quarter 2 the reference week occurs in November to avoid the collection of data over 25 to 31 December, as this may not be a typical week. The concept of a reference week relates only to information provided by DSD and PDRSS services. It does not relate to HACC services.
<b>Registration ID</b>	A number that uniquely identifies a computer installation within an agency. The ID comprises the Agency Code concatenated with a six-digit unique number assigned by the agency to each of their computer installations that collects QDC.
<b>Reporting period</b>	The quarterly period over which QDC data is collected. Quarters for each financial year are as follows: <ul style="list-style-type: none"> <li>• Quarter 1 - July to September</li> <li>• Quarter 2 - October to December</li> <li>• Quarter 3 - January to March</li> <li>• Quarter 4 - April to June</li> </ul>
<b>SDE</b>	Secure Data Exchange. The means by which the QDC securely transfers data across the Internet to the Departments' Central Repository.
<b>Service</b>	A service is support delivered to a service user. Services within the scope of the QDC are those for which funding has been provided by DSD, PDRSS or HACC programs.
<b>service location</b>	A physical location from which services are provided
<b>Service type outlet</b>	The delivery of a particular DHS activity type at or from a discrete service location. For example, where an agency is funded to provide 17035 <i>DSD-Recreation</i> and 17010 <i>DSD-Respite</i> , it is deemed to operate two service type outlets, each with a separate service type outlet code. Each service type outlet will therefore need to collect and report data.
<b>Service user</b>	A person with a disability who receives support from a service type outlet. A service user may receive more than one DHS activity type over a period of time or on a single day.

<b>Snapshot day</b>	The last Wednesday of the financial year. Where service type outlets are required to provide data in relation to service users, they will also need to record which service users received services on the snapshot day. This is to maintain consistency with previous CSTDA National Minimum Data Set collections.
<b>System</b>	The combination of hardware and application software. Each quarter an agency will extract and send to DHS one file for each of the agency's computer systems. In the majority of cases where an agency has an integrated client management system this would result in a single file containing data for the entire agency being generated and sent.
<b>System number</b>	These are six digit numbers that are assigned by the agency to each <i>system</i> that they operate. The agency can choose the method of assigning the number. It can be systematic in the form 000001, 000002, 000003 etc or completely random: 222222, 183876, 957643 etc just as long as each system within the agency has a unique number. This forms part of the Registration ID.
<b>W3C</b>	World Wide Web Consortium. See <a href="http://www.w3c.org">www.w3c.org</a>
<b>XML</b>	Extensible Mark-up Language. XML is being widely adopted in the computer industry as a standard for data transmission between disparate systems. XML is easily readable by humans and machines and is part of DHS' long-term strategy for data transmission between electronic systems. See <a href="http://www.w3c.org/XML">www.w3c.org/XML</a>
<b>XML attribute</b>	The word 'name' in the following XML example is an attribute: <pre>&lt;title name="QDC Data Transmission"/&gt; or &lt;title&gt;QDC Data Transmission&lt;/title&gt;</pre>
<b>XML element</b>	The word 'title' in the following XML example is an element: <pre>&lt;title name="QDC Data Transmission"/&gt; or &lt;title&gt;QDC Data Transmission&lt;/title&gt;</pre> XML elements are case sensitive. All XML elements must be closed as in the above example.
<b>XSD</b>	W3C XML Schema Definition. Used to define and validate an XML document structure. The XML Schema is a contract detailing what XML elements and attributes can be used. It defines an allowable structure and syntax for an XML document. See <a href="http://www.w3c.org/XML/Schema">www.w3c.org/XML/Schema</a>