

## Instructions to create dedicated Statistical Linkage Key (SLK) to report via the

### HACC MDS

Sept 2020

#### Purpose

To provide advice on how to use the Statistical Linkage Key for workers and events in line with the refreshed reporting requirements for the Home and Community Care Program for Younger People.

This advice only applies to activities that have previously been subject to narrative reporting. Other activity continues to be reported as before.

#### Background

Instructions to create dedicated Statistical Linkage Key (SLK) to report via the HACC MDS for these activities:

**Table 1: Activities to be reported using dedicated SLKs**

Record Type	Activity	Sub activity	What is SLK for	Activity to report	Dedicated SLK
A	HACC-PYP Nursing	HACC-PYP Nursing - Contenance Nurse where the nurse is providing education not direct client care	SLK continence	SLK - report against nursing, the hours worked by the Contenance Nurse	XXXCN010119809
B	HACC-PYP Nursing	HACC-PYP Nursing - Nurse Consultant all disciplines	SLK nurse consultant	SLK - report against nursing the hours worked by the nurse consultant	XXXCO010119809
C	HACC-PYP Service System Resourcing	HACC-PYP -SSR - Community Engagement (non Council CSO)	SLK community engagement	SLK to report against Counselling & Support, Information & Advocacy - Care Recipient the hours worked by the Community Engagement Officer	XXXCE010119809

D	HACC-PYP Service System Resourcing	HACC-PYP -SSR - Community Service Officer	SLK community services officer	SLK to report against Counselling & Support, Information & Advocacy - Carer the hours worked by the CSO	XXXCS010119809
E	HACC-PYP Flexible Service Response	HACC-PYP FSR - Coordinator	SLK volunteer coordinator	FSR outlet - SLK - report against Volunteer Social Support the hours worked by the coordinator	XXXVS01019809
F	HACC-PYP Volunteer Co-ordination	HACC-PYP VC - Coordinator (KPOM)	SLK volunteer coordinator	SLK - report against Volunteer Social Support the hours worked by the Coordinator	XXXVS01019809
G	HACC-PYP Service System Resourcing	HACC-PYP - SSR - emergency/heat planning/communication projects/events	SLK project	SLK to report against Counselling & Support, Information & Advocacy – Carer the number of events, products, campaigns	XXXPR010119809
H	HACC-PYP Service System Resourcing	HACC-PYP -SSR - training or information sessions	SLK sessions	SLK to report against Counselling & Support, Information & Advocacy – Carer the number of training or information sessions	XXXSE010191809
I	HACC-PYP Service System Resourcing	HACC-PYP - Trips	SLK trips	SLK to report against Counselling & Support, Information & Advocacy – Carer the number of trips	XXXTP010119809
J	HACC-PYP Volunteer Coordination	HACC-PYP - Trips	SLK trips	SLK to report against Volunteer Social Support	XXXTP010119809

K	HACC-PYP Flexible Service Response (MDS)	HACC-PYP - number of trips	SLK trips	SLK to report against Counselling & Support, Information & Advocacy – Carer the number of trips	XXXTP010119809
L	HACC-PYP Service System Resourcing	HACC-PYP -SSR - Language Services	SLK language services	SLK to report against Counselling & Support, Information & Advocacy – Carer the hours of interpreting or language support	XXXLG010119809

### Background to Statistical Linkage Key Format - HACC MDS v2.0 and v2.01 Vic

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

Position	Format	Derived From
1-3	A combination of alphabetic characters and/or the digit 2	<b>FAMILY NAME/SURNAME</b>
4-5	A combination of alphabetic characters and/or the digit 2	<b>FIRST GIVEN NAME</b>
6-13	Numeric characters comprising a valid date string	<b>DATE OF BIRTH</b>
14	Numeric value comprising any of 1, 2, 3, 4 or 9 but no other digit accepted	<b>SEX</b>

The three components of the statistical linkage key are to be extracted from each agency's HACC MDS system and **reported as three individual components**, according to the Victorian HACC MDS v2.0 Data Transmission Standard.

The three components are **Letters of Name** (derived from the Client's Surname and First Given Name), **Date of Birth**, and **Gender**.

#### **Deriving Letters of Name**

Agencies MUST provide, for each client being reported, the five LETTERS OF NAME (composed of letters identified according to the steps outlined below) or with allowed use of the digit 2 to replace missing letters.

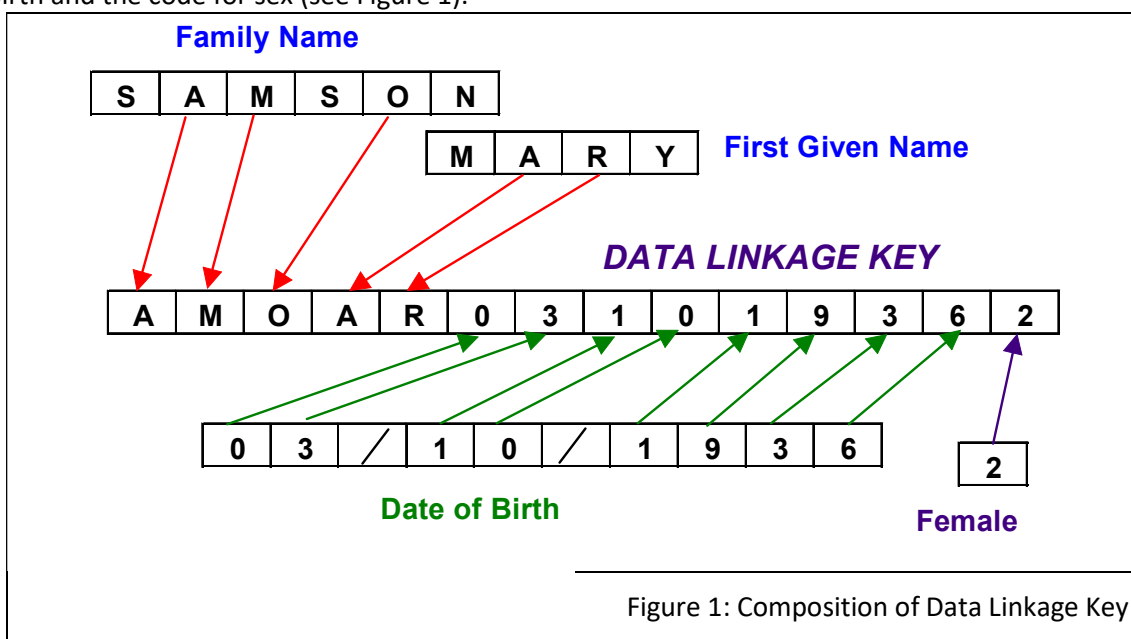
For each Client about whom HACC MDS data is to be reported, the Client’s Surname and First Given Name should have been recorded in full (refer to HACC MDS v2 User Guide for more specific advice).

**Basic Steps**

- (A) Obtain the required three letters from FAMILY NAME/ SURNAME
- (B) Obtain the required two letters from FIRST GIVEN NAME
- (C) Concatenate the results of Steps A and B to form LETTERS OF NAME.

**Example of Statistical Linkage Key**

The HACC MDS statistical linkage key makes use of specified letters from a client’s name, supplemented with their date of birth and the code for sex (see Figure 1).



**How to create dedicated SLKs to report activity types A to L**

Applying the SLK creation convention (as indicated above), we suggest that the following steps are taken, in creating the dedicated SLJKs for the specific activities indicated in Table 1.

**Family name** to be applied to all types (A to L)

The family name should be – XXXXX - this will allow the first 3 letters of the SLK to be XXX

**Given names**

Type A: XCN: this will allow the 4<sup>th</sup> and 5<sup>th</sup> of the SLK to be CN

Type B: XCO: this will allow the 4<sup>th</sup> and 5<sup>th</sup> of the SLK to be CO

Type C: XCE: this will allow the 4<sup>th</sup> and 5<sup>th</sup> of the SLK to be CE

Type D: XCS: this will allow the 4<sup>th</sup> and 5<sup>th</sup> of the SLK to be CS

Types E and F: XVS: this will allow the 4<sup>th</sup> and 5<sup>th</sup> of the SLK to be VS

Types G: XPR: this will allow the 4<sup>th</sup> and 5<sup>th</sup> of the SLK to be PR

Type H: XSE: this will allow the 4<sup>th</sup> and 5<sup>th</sup> of the SLK to be SE

Type I: XTP: this will allow the 4<sup>th</sup> and 5<sup>th</sup> of the SLK to be TP

Type L: XLG: this will allow the 4<sup>th</sup> and 5<sup>th</sup> of the SLK to be LG

### **Date of Birth**

The date of birth for the above records should be 01/01/1980

### **Gender**

Gender code to be 9

Setting up the client record in your system based on the above will generate each of the dedicated SLK needed for each record type to report via the HACC MDS. Refer to Table 1 (Dedicated SLK column).

Demographic information to be applied to these records (SLKs).

Post codes: use the post code of where the services are being delivered (most likely postcode of the service provider).

Residential locality: use the locality of where the services are being delivered (most likely locality of the service provider).

Other demographic information (eg., Indigenous Status, Pension Status, etc): use Not Stated (9 or 99) where applicable.

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Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.

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