

# Subcentre maintenance

## Data definitions

### Bed type

Specification		
<b>Definition</b>	Identifies the bed-type status for inpatient units only.	
<b>Reported for</b>	All admitted client (inpatient and residential placement) episodes.	
<b>CMI function</b>	Subcentre - locked_typ Maintained through <i>subcentre maintenance</i> function.	
<b>Context</b>	Reported to ODS	
<b>Code set</b>	<b>Code</b>	<b>Descriptor</b>
	Open	Open beds in ward/unit
	Locked	Locked beds in ward/unit
	Mixed	Mixed beds in ward/unit
<b>Reporting guide</b>	<b>Open</b> All beds in the inpatient subcentre are classified as open. <b>Locked</b> All beds in the inpatient subcentre are classified as locked. <b>Mixed</b> The inpatient subcentre has beds determined as mixed (open and locked).	
Administration		
<b>Purpose</b>	To identify the bed type status for an inpatient unit.	
<b>Principal data users</b>	Area mental health services Mental Health Branch (Metropolitan Health and Aged Care Services Division)	
<b>Definition source</b>	Department of Human Services	

## Caseload

Specification		
<b>Definition</b>	Caseload will identify whether a community subcentre is eligible for caseload monitoring.	
<b>Reported for</b>	All service delivery, admitted, residential and community.	
<b>CMI function</b>	Multiple Maintained through <i>subcentre maintenance</i> function.	
<b>Context</b>	Reported to ODS	
<b>Code set</b>	<b>Code</b>	<b>Descriptor</b>
	1	Required
	2	Not required
<b>Reporting guide</b>	<p>Inpatient subcentres should not be flagged for caseload.</p> <p>A subcentre with client grouping subject to case management functions should be flagged as eligible for caseload reporting. Caseload data is useful as a management tool and central reporting.</p>	
<b>Business rules</b>		
Administration		
<b>Purpose</b>	To enable area mental health services to monitor service delivery to clients provided by each mental health agency within their organisation.	
<b>Principal data users</b>	Area mental health services	
Definition source	Department of Human Services	

## OM setting

Specification																									
<b>Definition</b>	For eligible outcome measurement (OM) reporting, OM setting reflects the subcentre as age-based and type grouping.																								
<b>Reported for</b>	All clients that recorded OM.																								
<b>CMI function</b>	Subcentre – maintained through <i>subcentre maintenance</i> function.																								
<b>Context</b>	Reported to ODS																								
<b>Code set</b>	<table border="1"> <thead> <tr> <th>Code</th> <th>Descriptor</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Adult community</td> </tr> <tr> <td>2</td> <td>Adult inpatient</td> </tr> <tr> <td>3</td> <td>Adult not applicable</td> </tr> <tr> <td>4</td> <td>Adult residential</td> </tr> <tr> <td>5</td> <td>Aged community</td> </tr> <tr> <td>6</td> <td>Aged inpatient</td> </tr> <tr> <td>7</td> <td>Aged not applicable</td> </tr> <tr> <td>8</td> <td>CAMHS community</td> </tr> <tr> <td>9</td> <td>CAMHS inpatient</td> </tr> <tr> <td>10</td> <td>CAMHS not applicable</td> </tr> <tr> <td>11</td> <td>Generalist not applicable</td> </tr> </tbody> </table>	Code	Descriptor	1	Adult community	2	Adult inpatient	3	Adult not applicable	4	Adult residential	5	Aged community	6	Aged inpatient	7	Aged not applicable	8	CAMHS community	9	CAMHS inpatient	10	CAMHS not applicable	11	Generalist not applicable
	Code	Descriptor																							
	1	Adult community																							
	2	Adult inpatient																							
	3	Adult not applicable																							
	4	Adult residential																							
	5	Aged community																							
	6	Aged inpatient																							
	7	Aged not applicable																							
	8	CAMHS community																							
	9	CAMHS inpatient																							
10	CAMHS not applicable																								
11	Generalist not applicable																								
<b>Reporting guide</b>	<p>Ensure the subcentre and OM setting align, such as adult continuing care (CCT) – select ‘Adult community’.</p> <p>Subcentres that do not record OM, select applicable age-based category code: 3 – Adult not applicable, 7 – Aged not applicable, 10 – CAMHS not applicable.</p> <p><b>11 Generalist not applicable</b></p> <p>A non-age-based subcentre that does not report OM.</p>																								
Administration																									
<b>Purpose</b>	To identify the type of OM setting aligned to the subcentre type.																								
<b>Principal data users</b>	<p>Area mental health services</p> <p>Mental Health Branch (Metropolitan Health and Aged Care Services Division)</p>																								
<b>Definition source</b>	Department of Human Services																								

## Open reason (subcentre)

Specification		
<b>Definition</b>	The reason for the subcentre to commence operation.	
<b>Reported for</b>	All service delivery, admitted, residential and community.	
<b>CMI function</b>	Subcentre - open_rsn_cd Maintained through <i>subcentre maintenance</i> function.	
<b>Context</b>	Reported to ODS	
<b>Code set</b>	Code	Descriptor
	01	New service
	02	Change to program structure
	03	Amalgamation of previous services
	04	Change of auspice
	05	Re-opened after temporary closure
	09	Other
<b>Reporting guide</b>		
Administration		
<b>Purpose</b>	To enable area mental health services to monitor service delivery to clients provided by each mental health agency within their organisation.	
<b>Principal data users</b>	Area mental health services	
<b>Definition source</b>	Department of Human Services	

## Program class

Specification		
<b>Definition</b>	A specialised program classification describing the target population and funding source for both episodes and contacts that occur with the subcentre.	
<b>Reported for</b>	All service delivery, admitted, residential and community.	
<b>CMI function</b>	Multiple Maintained through <i>subcentre maintenance</i> function.	
<b>Context</b>	Reported to ODS	
<b>Code set</b>	Select the first appropriate category.	
	Code	Descriptor
	9	Unknown
	A	Acute, general adult
	C	Community
	E	Non-acute, general
	G	Acute, general aged persons
	K	Acute, general child-adolescent
	N	Residential, aged persons residential service
	R	Residential, community care unit
	S	Acute, general specialist
	T	Nursing home type
<b>Reporting guide</b>	<p><b>9 Unknown</b> Subcentres used for administration no activity to be counted</p> <p><b>A Acute, general adult</b> Adult acute inpatient units</p> <p><b>C Community</b> All ambulatory subcentres</p> <p><b>E Non-acute, general</b> Extended care units</p> <p><b>G Acute, general aged persons</b> Aged inpatient units</p> <p><b>K Acute, general child-adolescent</b> Child and adolescent acute inpatient units</p> <p><b>N Residential, aged persons residential service</b> Specialist psychiatric nursing homes and hostels (funded by the department)</p> <p><b>R Residential community care unit</b> Residential, community care unit (CCU)</p> <p><b>S Acute, general specialist</b> State-funded services such as Forensicare, mother-baby unit, ECT</p> <p><b>T Nursing home type</b> Nursing home types for clients in acute inpatient units longer than 28 days awaiting placement (no longer acute).</p>	
<b>Business rules</b>	At least one program class to be assigned to a subcentre.	
Administration		
<b>Purpose</b>	To enable area mental health services to monitor service delivery to clients provided by each mental health agency within their organisation.	
<b>Principal data users</b>	Area mental health services	
<b>Definition source</b>	Department of Human Services	

## Subcentre name

Specification	
<b>Definition</b>	<p>A subcentre identifies an organisational setting or location from which programs are delivered. The subcentre provides the setting for inpatient, community residential and community activity for child and adolescent, adult, older persons or generalist client populations.</p> <p>A physical location may be partitioned into a number of subcentres depending on the local service configuration. For example an inpatient service may contain 'ground floor' and 'first floor' inpatient subcentres.</p>
<b>Reported for</b>	All service delivery, admitted, residential and community.
<b>CMI function</b>	<p>Multiple</p> <p>Maintained through <i>subcentre maintenance</i> function.</p>
<b>Context</b>	Reported to ODS
<b>Code set</b>	<p>Defined by individual area mental health services.</p> <p>It is important to consider a naming convention including:</p> <ul style="list-style-type: none"> <li>- geographic responsibility of the team responsible</li> <li>- type of care to be delivered.</li> </ul>
<b>Reporting guide</b>	<p>A subcentre name may be created/updated for the following reasons:</p> <ul style="list-style-type: none"> <li>• subcentre does not currently exist (reflecting a business process change)</li> <li>• existing subcentre name may be updated to reflect a more accurate description (this will result in all historical data linked to the existing subcentre being updated to the new subcentre name)</li> <li>• existing subcentre name is no longer required (business unit not operational).</li> </ul> <p><i>Action:</i> Enter applicable 'termination date'.</p> <p>To enable end-users scrolling through alphabetical list that include closed subcentres. Prefix the subcentre name with a series of 'ZZZ'.</p>
<b>Business rules</b>	<ul style="list-style-type: none"> <li>• <b>At least one program to a subcentre:</b> At least one Program will be assigned to a subcentre and describes the target population and funding source for activity that occurs with the subcentre.</li> <li>• <b>A subcentre cannot be closed if it has open episodes:</b> System functionality ensures a subcentre that has open episodes, cannot be closed.</li> <li>• <b>PARC subcentre:</b> <i>Residential</i> – there should only be <b>one</b> subcentre created for PARC bed-based service within a campus. The applicable program Classification is 'non-acute, general'. <i>Ambulatory</i> – in-reach contacts can be recorded against this subcentre. PARC day programs <b>do not</b> have a separate subcentre as a client of this service type will be managed by an existing community team. All PARC day program activity for these clients must be recorded against the community team episode but use the service location of 'PARC'.</li> <li>• <b>ECT subcentre:</b> Defined as 'inpatient subcentre' type, it is important to define: <ul style="list-style-type: none"> <li>- approved/operational/purchased beds as zero ('0') in bed maintenance</li> <li>- program type as 'same day, ECT suite' in program maintenance</li> <li>- program class as 'acute, general specialist'.</li> </ul> </li> </ul>
Administration	
<b>Purpose</b>	To enable area mental health services to monitor service delivery to clients provided by each mental health agency within their organisation.
<b>Principal data users</b>	Area mental health services
<b>Definition source</b>	Department of Human Services

## Subcentre open date

Specification	
<b>Definition</b>	The date the subcentre commenced operation.
<b>Reported for</b>	All service delivery, admitted, residential and community.
<b>CMI function</b>	Multiple Maintained through <i>subcentre maintenance</i> function.
<b>Context</b>	Reported to ODS
<b>Code set</b>	A valid date, format DD/MM/CCYY System default to current date
<b>Reporting guide</b>	Report the date subcentre commenced operation.
<b>Business rules</b>	A subcentre cannot be deleted if it has open episodes.
Administration	
<b>Purpose</b>	To enable area mental health services to monitor service delivery to clients provided by each mental health agency within their organisation.
<b>Principal data users</b>	Area mental health services
<b>Definition source</b>	Department of Human Services

## Subcentre type

Specification	
<b>Definition</b>	The type of subcentre at which the client received treatment.
<b>Reported for</b>	All service delivery, admitted, residential and community.
<b>CMI function</b>	Multiple Maintained through <i>subcentre maintenance</i> function.
<b>Context</b>	Reported to ODS
<b>Code set</b>	Inpatient subcentre Community subcentre
<b>Reporting guide</b>	<b>Inpatient subcentre</b> A bed-based subcentre <b>Community subcentre</b> An ambulatory subcentre
<b>Business rules</b>	A subcentre cannot be deleted if it has open episodes or if past (completed) episodes are related to the subcentre. Subcentres are available to the local campuses only for selection from the campus drop down listing.
Administration	
<b>Purpose</b>	To enable area mental health services to monitor service delivery to clients provided by each mental health agency within their organisation.
<b>Principal data users</b>	Area mental health services
<b>Definition source</b>	Department of Human Services

## Termination date (subcentre)

Specification	
<b>Definition</b>	The date an existing subcentre was terminated/deleted/closed.
<b>Reported for</b>	All service delivery, admitted, residential and community.
<b>CMI function</b>	Subcentre - end_dt Maintained through <i>subcentre maintenance</i> function.
<b>Context</b>	Reported to ODS
<b>Code set</b>	A valid date, format DD/MM/CCYY
<b>Reporting guide</b>	Field available when 'termination date' has been entered. To enable end-users scrolling through alphabetical list that include closed subcentres. Prefix the subcentre name with a series of 'ZZZ'.
<b>Business rules</b>	A subcentre cannot be deleted if it has open episodes.
Administration	
<b>Purpose</b>	To enable area mental health services to monitor service delivery to clients provided by each mental health agency within their organisation.
<b>Principal data users</b>	Area mental health services
<b>Definition source</b>	Department of Human Services

## Termination reason

Specification		
<b>Definition</b>	The reason an existing subcentre was closed.	
<b>Reported for</b>	All service delivery, admitted, residential and community.	
<b>CMI function</b>	Subcentre - term_rsn_cd Maintained through <i>subcentre maintenance</i> function.	
<b>Context</b>	Reported to ODS	
<b>Code set</b>	<b>Code</b>	<b>Descriptor</b>
	01	Service closed
	02	Change to program structure
	03	Amalgamation with other subcentre
	05	Closed temporarily
	09	Other
<b>Reporting guide</b>		
<b>Business rules</b>	A subcentre cannot be closed if it has open episodes.	
Administration		
<b>Purpose</b>	To enable area mental health services to monitor service delivery to clients provided by each mental health agency within their organisation.	
<b>Principal data users</b>	Area mental health services	
<b>Definition source</b>	Department of Human Services	

## Ward type

Specification			
<b>Definition</b>	Identifies the ward type status for inpatient units only.		
<b>CMI function</b>	Subcentre - ward_resid_typ Maintained through <i>subcentre maintenance</i> function.		
<b>Context</b>	Reported to ODS		
<b>Code set</b>	<b>Code</b> Hospital ward Community residential unit		
Administration			
<b>Purpose</b>	To identify the ward type status for an inpatient unit.		
<b>Principal data users</b>	Area mental health services Mental Health Branch (Metropolitan Health and Aged Care Services Division)		
<b>Definition source</b>	Department of Human Services	<b>Code set source</b>	Department of Human Services

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