

Service Coordination Tool Templates Code Sets

For reference when completing the tool templates in paper based format.

Consumer Information

Date of Birth Accuracy

- AAA Accurate (Day, month and year are accurate)
- EEE Estimated (Day, month and year are estimated)
- UUU Unknown (Day, month and year are unknown)

Sex

- 1 Male
- 2 Female
- 3 Indeterminate
- 4 Intersex
- 9 Not stated/inadequately described

Country of Birth

Refer to Service Coordination Guidelines (ABS standard 1269.0 Standard Australian Classification of Countries (SACC) Rev 2.02)

Indigenous Status

- 1 Aboriginal but not Torres Strait Islander Origin
- 2 Torres Strait Islander but not Aboriginal Origin
- 3 Both Aboriginal and Torres Strait islander Origin
- 4 Neither Aboriginal nor Torres Strait Islander Origin
- 9 Not stated/inadequately described

Need for Interpreter Services

- 1 Interpreter services required
- 2 Interpreter services not required
- 9 Not stated/inadequately described

Preferred Language

Refer to client preferred language in Common Client Data Set version 2.1

Communication Method

- 0 Child aged under 5 years (not applicable)
- 1 Little, or no effective communication
- 2 Sign language
- 3 Other effective non-spoken communication (e.g. e-mail)
- 4 Spoken language (effective)
- 8 Other method of communication
- 9 Not stated/inadequately described
- 10 Little or no literacy

Who the Agency can contact if necessary

Relationship to Consumer

- 0 Not applicable
- 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 relative – female
- 10 Other relative – male
- 11 Friend/neighbour – female
- 12 Friend/neighbour – male
- 99 Not stated/inadequately described

Consumer's Carer

- 1 Yes
- 2 No
- 3 Unsure

Consumer's Legal Decision Maker

- 1 Yes
- 2 No
- 3 Unsure

Legal Orders

- 1 Supervision
- 2 Custody
- 3 Guardianship
- 4 Interim protection
- 5 Permanent care
- 6 Intervention

Government Pension/Benefit Status

- 1 Aged Pension
- 2 Department of Veterans' Affairs (DVA) Pension
- 3 Disability Support Pension
- 4 Carer Payment (pension)
- 5 Unemployment related benefits
- 6 Other government pension or benefit
- 7 No government pension or benefit
- 9 Not stated/inadequately described

Health Care Card Holder Status

- 1 Yes
- 2 No
- 9 Not stated/inadequately described

DVA Entitlement

- 1 DVA entitlement – gold card
- 2 DVA Entitlement – white card
- 3 DVA Entitlement – other
- 4 No DVA Entitlement
- 9 Not stated/inadequately described

Compensables Funding Source

- 0 Not applicable
- 1 Transport Accident Commission
- 2 Department of Veterans' Affairs
- 3 Work Cover
- 4 Other

Summary and Referral

Risks

- 1 No Risk Identified
- 2 Consumer at Risk.
- 3 Health or Community Care Worker at Risk.
- 4 Others at Risk.
- 9 Not stated/inadequately described

Service Type

Refer to Service Coordination Guidelines or DHS website (www.health.vic.gov.au/pcps/coordination/tooltemp.htm)

Referral Action Plan

Consumer Consent

- 1 Yes, consumer consents to referral and to sharing of information as specified on consumer consent form
- 2 Yes, consumer consents to referral but not to sharing of information
- 3 No, consumer has not consented to this referral but there is a statutory requirement for referral and sharing of information

Referral Method

- 1 Faxed to agency
- 2 Posted to agency
- 3 Electronic (email/web/messaging)
- 4 Delivered by consumer (by hand/hardcopy)
- 5 Other
- 9 Not stated/inadequately described

Service Coordination Tool Templates Code Sets

For reference when completing the tool templates in paper based format.

Living and Caring Arrangements

Living Arrangements

- 1 Lives alone
- 2 Lives with family
- 3 Lives with others
- 9 Not stated/Inadequately described

Accommodation

- 1000 Independent Living
- 1100 Private residence – owned/purchasing
- 1101 Private residences which are owned or being purchased by the person
- 1102 Private residences which are owned or being purchased by another member of their household or family (including a non-resident relative).
- 1200 Private residence – private rental
- 1300 Private residence – public rental or community housing
- 1301 Private residence – public rental or community housing (excludes Indigenous community housing)
- 1302 Private residence – rental from Aboriginal Community
- 1400 Independent living within a retirement village
- 2000 Supported Housing
- 2100 Short term crisis, emergency or transitional accommodation facility (includes Temporary shelter within an Aboriginal community)
- 2200 Outreach (no on site support)
- 2201 Group Home
- 2202 Home Based Outreach Service
- 2300 Supported community accommodation
- 2301 Share Supported Accommodation (Community Residential Unit – Disability)

- 2302 Community funded boarding House
- 2303 Residential Rehabilitation (Mental Health)
- 2304 Supported Accommodation (Alcohol and Drug)
- 2400 Privately Owned Supported Housing
- 2401 Boarding house/rooming house/private hotel
- 2402 Supported Residential Service
- 3000 Residential Care
- 3100 Residential care service (not aged)
- 3101 Mental Health Community Care Unit
- 3102 Residential Rehabilitation (Alcohol and Drug)
- 3200 Residential aged care service
- 3201 Residential Aged Care: high level care
- 3202 Residential Aged Care: low level care
- 3203 Residential Aged Care: high level mental health care
- 3204 Residential Aged Care: low level mental health care
- 3300 Hospital
- 3400 Other 24 hour institutional care
- 3401 Extended Mental Health Hospital Care
- 3402 Prison/remand centre/youth training centre
- 3403 Statutory Client accommodation (not prison/remand centre/youth training centre)
- 4000 None/homeless/public place
- 4100 Public place/temporary shelter
- 4200 None/homeless
- 5000 Other accommodation
- 9999 Not stated/inadequately described

Employment Status

- 1 Child not at school
- 2 Student
- 3 Employed
- 4 Unemployed
- 5 Home duties
- 6 Other
- 9 Not stated/Inadequately described

Mental Health Act Status

- 0 Not applicable
- 1 Voluntary
- 2 Involuntary
- 3 Community Treatment Order
- 9 Not stated/Inadequately described

Decision Making Responsibility

Q1

- 1 Yes
- 2 No
- 3 Not sure
- 9 Not stated/Inadequately described

Q2

- 1 Self
- 2 Enduring Power Of Attorney
- 3 Guardian

Q3

- 1 Self
- 2 Power Of Attorney
- 3 Administrator
- 4 Parent or Guardian

Q4

- 1 Yes
- 2 No
- 3 Not sure
- 9 Not stated/Inadequately described

Financial Situation

- 1 Yes
- 2 No
- 3 Not sure
- 9 Not stated/Inadequately described

Carer Availability

- 1 Has a Carer
- 2 Does not have a carer
- 9 Not stated/inadequately described

Carer Residency Status

- 0 Not applicable
- 1 Co-resident carer
- 2 Non-resident carer
- 9 Not stated/Inadequately described

Service Coordination Tool Templates Code Sets

For reference when completing the tool templates in paper based format.

Relationship of Carer to Care

Recipient

- 10 Spouse/ partner
- 11 Wife/ female partner
- 12 Husband/ male partner
- 20 Parent
- 21 Mother
- 22 Father
- 30 Child
- 31 Daughter
- 32 Son
- 40 Child-in-law
- 41 Daughter in law
- 42 Son in law
- 50 Other relative
- 51 Other relative – female
- 52 Other relative – male
- 60 Friend/neighbour
- 61 Friend/neighbour – female
- 62 Friend/neighbour – male
- 99 Not stated/ inadequately described

Carer Allowance/Carer Payment

- 1 Yes
- 2 No
- 3 Not sure
- 9 Not stated/Inadequately described

Sustainability of Carer

Arrangements

- 1 Yes
- 2 No
- 3 Not sure
- 9 Not stated/Inadequately described

Threats to Carer Arrangements

- 1 Yes
- 2 No
- 3 Not sure
- 9 Not stated/Inadequately described

Psychosocial Profile

- 1 Yes, as much as I wanted
- 2 Yes, quite a bit
- 3 Yes, some
- 4 Yes, a little
- 5 No, not at all
- 9 Not stated/Inadequately described

Health Conditions

Overall Health

Question 1

- 1 Excellent
- 2 Very Good
- 3 Good
- 4 Fair
- 5 Poor
- 9 Not stated/Inadequately described

Question 2

- 1 Not at all
- 2 Slightly
- 3 Moderately
- 4 Quite a bit
- 9 Not stated/Inadequately described

Pain

- 1 None
- 2 Very mild
- 3 Moderate
- 4 Severe
- 5 Very Severe

Chronic Conditions

- 1 Yes
- 2 No
- 3 Unsure

Vision

Questions 1 & 2

- 1 Yes
- 2 No

Hearing

- 1 Excellent
- 2 Very good
- 3 Good
- 4 Fair
- 5 Poor
- 9 Not stated/Inadequately described

Falls

Questions 1 & 2

- 1 Yes
- 2 No
- 3 Not sure
- 9 Not stated/Inadequately describe