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| Triage minimum dataset |
| Volume 1 |

### Release Versions

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| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Changes** |
| V1 | 12/04/2010 | Rita Triglia | Initial release of specifications |
| V6 | 11/04/2011 | Emma Jeffery | Numerous changes to reduce ambiguity particularly in relation to dates |
| V8 | 22/05/2012 | Ian Thomas | Code 47 in Referral Source data element labelled as ‘Child Protection-Out of Home Care’  Char metadata elements relabelled as String  Submission dates updated  Data element compliance matrix updated |
| V10 | 4/7/2014 | Lachlan Rimes | Reporting schedule changed to monthly extract of 6 month time period. |
| V11 | 30/04/2015 | Bill Xu | Updated Program Type Intake character length from 3 to 4  Updated Service Recipient Intake character length from 2 to 3  Updated Program Type Response character length from 3 to 4  Updated Service Recipient Response character length from 2 to 3 |

Triage minimum dataset  
Volume 1

Data extract and file layout specification

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Every effort has been made to assemble complete and accurate information when compiling this document. It represents our best understanding of business requirements at the date of issue.

Authorised by the State Government of Victoria, 50 Lonsdale Street, Melbourne.

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# Triage minimum dataset

## 1. Overview

The purpose of this document is to outline the layout and format of triage data files that must be submitted by each mental health service to the Department of Health for the 2010–11 financial year.

## 2. Scope

The scope of the triage minimum dataset (MDS) includes all presentations accessing a mental health triage function where a triage scale has been assigned within the reporting period. Refer to the Department of Health’s *Mental health triage scale* (July 2010) online at <www.health.vic.gov.au/mentalhealth/triage/scale\_july.pdf>. The triage MDS includes data that is captured either via the CMI/ODS or other software products.

## 3. Data definitions

Detailed information on definitions and coding/classification instructions can be found in the Department of Health guideline, *Triage minimum dataset 2010–11, Volume 2,* *Data definitions and domain values* (August 2014) at <www.health.vic.gov.au/mentalhealth/triage>.

## 4. Data model for triage extract

The basic design of the extract consists of single data record for each triage event. Typically a record identifies a client or third party contacting/referred to a mental health triage service where a triage category scale is assigned. Therefore, key data elements seek to address:

* **Who?** Profile characteristics of the recipient of the service
* **From where?** Identifies the referral source for the recipient of the service
* **What?** Identifies the service provided (both initial and outcome services) and the triage category assigned
* **When?** The date the triage category was assigned and service response time
* **Where?** The location of the assigned response worker

Figure 1: Data model underlying the triage minimum dataset – triage data extract

Mental health service organisation

Campus code

Person

Postcode SLK

Locality name Indigenous status

Client MHA Preferred language

Mental health triage event

Assignment of Triage outcome  
triage scale

Interpreter required

Referral source Service response

Program type intake Program type response

Triage date/time Service response date/time

Triage scale

Intake service medium Service response medium

Intake service location Service response location

Intake service recipient Service response recipient

## 5. File type and naming convention

* Data submitted to the department should be formatted as specified in a variable length tab-delimited text file.
* The data will have the naming convention of TMDCCCCYYYYMMBBBB.txt.

Where:

* TMD: denotes ‘triage minimum dataset’.
* CCCC: is the code used to identify the mental health triage campus.
* YYYY: includes the reporting year covered in the file, using the convention where financial years are abbreviated by referring to the last calendar year of the pair (e.g. 2010–11, is identified as 2011).
* MM: represents the applicable financial month number within the YYYY, (e.g. 201101 equates to July 2010, 201106 equates to December 2010).
* BBBB: represents an incremental batch number (leading zeros present).

Adherence to this approach requires that any resubmitted files should have a batch number greater than the file they replace. For example, the first triage data file submitted by The Alfred covering the 2010–11 year would be named ‘TMD10102011010001.txt’.

The first row of every file must contain the column names.

## 6. Reporting period and delivery date

A six-month data extract should be prepared and submitted to the department each month. Data reported represents all presentations accessing mental health triage services within the reporting period. Extracts should be emailed to <triagemds@health.vic.gov.au> as per the following schedule.

### Table 1: Reporting period and delivery date

|  |  |  |
| --- | --- | --- |
| Reporting period | File submission received by: | Filename format |
| 1st Jan 2014 – 30th Jun 2014 | 15th July 2014 | TMDCCCC2014**12**BBBB.txt |
| 1st Feb 2014 – 31st Jul 2014 | 15th August 2014 | TMDCCCC2015**01**BBBB.txt |
| 1st Mar 2014 – 31st Aug 2014 | 15th September 2014 | TMDCCCC2015**02**BBBB.txt |
| 1st Apr 2014 – 30th Sep 2014 | 15th October 2014 | TMDCCCC2015**03**BBBB.txt |
| 1st May 2014 – 31st Oct 2014 | 15th November 2014 | TMDCCCC2015**04**BBBB.txt |
| 1st Jun 2014 – 30th Nov 2014 | 15th December 2014 | TMDCCCC2015**05**BBBB.txt |
| 1st Jul 2014 – 31st Dec 2014 | 15th January 2015 | TMDCCCC2015**06**BBBB.txt |
| 1st Aug 2014 – 31st Jan 2015 | 15th February 2015 | TMDCCCC2015**07**BBBB.txt |
| 1st Sep 2014 – 28th Feb 2015 | 15th March 2015 | TMDCCCC2015**08**BBBB.txt |
| 1st Oct 2014 – 31st Mar 2015 | 15th April 2015 | TMDCCCC2015**09**BBBB.txt |
| 1st Nov 2014 – 30th Apr 2015 | 15th May 2015 | TMDCCCC2015**10**BBBB.txt |
| 1st Dec 2014 – 31st May 2015 | 15th June 2015 | TMDCCCC2015**11**BBBB.txt |
| 1st Jan 2015 – 30th Jun 2015 | 15th July 2015 | TMDCCCC2015**12**BBBB.txt |
| 1st Feb 2015 – 31st Jul 2015 | 15th August 2015 | TMDCCCC2016**01**BBBB.txt |

CCCC = campus code YYYY: year BBBB = batch number

## 7. Report to services

Each data extract received will be imported to a central data repository. From there, a suite of reports is generated and disseminated.

### 7.1 Proposed mental health triage key performance indicators

The primary mental health triage key performance indicator that is proposed is:

* The extent to which services are able to provide a response consistent with the triage clinicians’ rating on the scale. The aim is to measure the health services’ compliance with the triage scale categories. The compliance rate is yet to be determined. In accordance with the scale category response requirements, for categories B–E the response is recorded at the time of the face-to-face contact with the client.

## 8. Data records

### Table 2: Data records

| Column order | Column name | Type [length] | Data element | Notes/values |
| --- | --- | --- | --- | --- |
| 1 | Campus | String [4] | Campus code | NNNN: Mental health campus code as assigned by CMI/ODS. |
| 2 | SLK | String [14] | Statistical linkage key | AAAAADDMMYYYYN: The statistical linkage key (SLK) is a variable derived from client personal demographic data used to link data for statistical and research purposes. |
| 3 | Locality | String [30] | Locality name | Geographic location (suburb/town/locality) of the usual residence of the client (*not* postal address). |
| 4 | Pstcode | String [4] | Postcode | NNNN: Postcode of suburb/locality in which the person usually *resides* (*not* postal address). |
| 5 | Client\_MHA | String [2] | Client MHA | NN: Mental health area of origin is determined by the usual residential address of the person (catchment area). The identification of a client’s mental health area or catchment area provides the basis for allocating service delivery. |
| 6 | Interpreter | String [1] | Need for interpreter services | N: Whether an interpreter service is required by or for the client. |
| 7 | Pref\_Lang | String [4] | Preferred language | NNNN: The language (including sign language) most preferred by the client for communication. |
| 8 | Indig\_Status | String [1] | Indigenous status | N: Whether a client identifies as being of Aboriginal and/or Torres Strait Islander origin. |
| 9 | Referral\_Src | String [2] | Referral source | NN: Referral source is the person/organisation contacting the triage service about a particular client who may be a potential consumer of the mental health area service (AMHS). |
| 10 | Triage\_Dt | String [12] | Triage date/time | The date and time a triage mental health service clinician assigns the applicable triage category.  Format: DDMMYYYYHHMM |
| 11 | Triage\_Scale | String [1] | Triage scale | A: The triage scale assigned by a triage service clinician dependent on the necessary response. |
| 12 | Pgm\_Typ\_Intake | String [4] | Program type | AAAN: Identifies the mental health setting and age-based team providing the service both at the **point of triage** and service response. |
| 13 | Svc\_Medium\_Intake | String [1] | Service medium | N: A description of the way in which a contact was made with a client or agency. In relation to triage MDS, this will be collected both at the **point of triage** and service response. |
| 14 | Svc\_Location\_Intake | String [2] | Service location | N[N]: Specifies where the service was provided in terms of the location of the clinical worker providing the service. In the case of contacts provided by telephone, this will usually differ from the location of the client at the time the service is received. In relation to triage MDS, this will be collected both at the **point of triage** and service response. |
| 15 | Svc\_Rcpt­\_Intake | String [3] | Service recipient | AAN: The person(s) receiving the service contact. In relation to triage MDS, this will be collected both at the **point of triage** and service response. |
| 16 | Pgm\_Typ\_Response | String [4] | Program type | AAAN: Identifies the mental health setting and age-based team providing the service both at the point of triage and **service response**. |
| 17 | Svc\_Medium\_Response | String [1] | Service medium | N: A description of the way in which a contact was made with a client or agency. In relation to triage MDS, this will be collected both at the point of triage and **service response**. |
| 18 | Svc\_Location\_Response | String [2] | Service location | N[N]: Specifies where the service was provided in terms of the location of the clinical worker providing the service. In the case of contacts provided by telephone, this will usually differ from the location of the client at the time the service is received. In relation to triage MDS, this will be collected both at the point of triage and **service response**. |
| 19 | Svc\_Rcpt\_Response | String [3] | Service recipient | AAN:The person(s) receiving the service contact. In relation to triage MDS, this will be collected both at the point of triage and **service response**. |
| 20 | Svc\_Response | String [2] | Service response | NN: Service response identifies the outcome from a triage service. |
| 21 | Response\_Dt | String [12] | Service response date/time | The date and time of an outcome based on the triage scale assigned.  Format: DDMMYYYYHHMM |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | Triage scale | | | | | | | |
|  |  |  | A | B | C | D | E | F | G |
|  |  | **Target** | **Immediate** | **Within 2 hours** | **Within 8 hours** | **Within 72 hours** | **Non-urgent mental health response** | **Referral or advice to contact alternative service provider** | **Advice or information only or more information only** |
| M: Mandatory C: Conditional O: Optional N/A: Not applicable |  | ***Action*** | ***Triage clinician to notify ambulance, police and/or fire brigade*** | ***CATT or equivalent face-to-face assessment AND/OR Triage clinician advice to attend a hospital ED (where CATT cannot attend in timeframe or where the person requires ED assessment/ treatment)*** | ***CATT, continuing care or equivalent (e.g. CAMHS urgent response) face-to-face assessment within 8 hours AND CATT, continuing care or equivalent telephone follow-up within 1 hour of triage contact*** | ***CATT, continuing care or equivalent (e.g. CAMHS case manager) face-to-face assessment*** | ***Continuing care or equivalent (e.g. CAMHS case manager) face-to-face assessment*** | ***Triage clinician to provide formal or informal referral to an alternative service provider or advice to attend a particular type of service provider*** | ***Triage clinician to provide consultation, advice and/or brief counselling if required AND/OR mental health service to collect further information by phone*** |
|  |  | ***Further instruction*** |  |  | ***Report face-to-face action event only*** |  |  |  |  |
| Campus | Str [4] | Campus code | M | M | M | M | M | M | M |
| SLK | Str [14] | Statistical linkage key | M | M | M | M | M | O | O |
| Locality | Str [30] | Locality name | M | M | M | M | M | M | O |
| Pstcode | Str [4] | Postcode | M | M | M | M | M | M | O |
| Client\_MHA | Str [2] | Client MHA | M | M | M | M | M | O | O |
| Interpreter | Str [1] | Need for interpreter services | M | M | M | M | M | M | M |
| Pref\_Lang | Str [4] | Preferred language | M | M | M | M | M | M | M |
| Indig\_Status | Str [1] | Indigenous status | M | M | M | M | M | M | M |
| Referral\_Src | Str [2] | Referral source | M | M | M | M | M | M | M |
| Triage\_Dt | Str [12] | Triage date/time | M | M | M | M | M | M | M |
| Triage\_Scale | Str [1] | Triage scale | M | M | M | M | M | M | M |
| Pgm\_Typ\_Intake | Str [4] | Program type | M | M | M | M | M | M | M |
| Svc\_Medium\_Intake | Str [1] | Service medium | M | M | M | M | M | M | M |
| Svc\_Location\_Intake | Str [2] | Service location | M | M | M | M | M | M | M |
| Svc\_Rcpt\_Intake | Str [3] | Service recipient | M | M | M | M | M | M | M |
| Pgm\_Typ\_Response | Str [4] | Program type | N/A | M | M | M | C | N/A | N/A |
| Svc\_Medium\_Response | Str [1] | Service medium | N/A | C | M | M | C | N/A | N/A |
| Svc\_Location\_Response | Str[2] | Service location | N/A | C | M | M | C | N/A | N/A |
| Svc\_Rcpt\_Response | Str[3] | Service recipient | N/A | C | M | M | C | N/A | N/A |
| Svc\_Response | Str [2] | Service response | M | M | M | M | C | M | M |
| Response\_Dt | Str [12] | Service response date/time | M | M | M | M | O | M | M |