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| Subcentre Data Definitions |
| Program Management Circular |
|  |

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# Bed Type

|  |
| --- |
| Identifying and definitional attributes |
| Definition | Identifies the bed-type status for inpatient units only. |
| Value domain attributes |
| Representational attributes |
| Representation class | Code | Data type | String |
| Format | AAAA[AA] | Maximum character length | 6 |
| Permissible values | Value | Meaning |
|  | Open | Open beds in ward/unit |
|  | Locked | Locked beds in ward/unit |
|  | Mixed | Mixed beds in ward/unit |
| Data element attributes |
| Reporting attributes  |
| Reported by | Mental health agencies (clinical and non-clinical) |
| Reported for |  |
| Reported when |  |
| Transmission attributes  |
| Location |  |
| Collection and usage attributes |
| Guide for use | Open:All beds in the inpatient subcentre are classified as open throughout business hours. After hours, the unit may be locked, dependent on hospital policy.Locked:All beds in the inpatient subcentre are classified as locked (individuals may leave the unit at the discretion of the treating team).Mixed:The inpatient subcentre has beds determined as mixed (open and locked). |
| Purpose/context | To identify the bed type status for an inpatient unit |
| Principal data users | Mental health agencies (clinical and non-clinical)Mental Health & Drugs Data |
| National reporting requirements |  |
| Source and reference attributes |
| Department of Human Services common data dictionary |  |
| Definition source | CMI/ODS (Mental Health & Drugs Data) |
| Definition source identifier |  |
| Value domain source | CMI/ODS (Mental Health & Drugs Data) |
| Value domain identifier |  |
| Relational attributes  |
| Related concepts |  |
| Related data elements |  |
| Edit/validation rules |  |
| Other related information |  |
| Administrative attributes |
| Version | Version 1.0 |
| Collection start date |  |

# Caseload

|  |
| --- |
| Identifying and definitional attributes |
| Definition | Caseload will identify whether a community subcentre is eligible for caseload monitoring. |
| Value domain attributes |
| Representational attributes |
| Representation class | Code | Data type | Number |
| Format | NN | Maximum character length | 1 |
| Permissible values | Value | Meaning |
|  | 1 | Required |
|  | 2 | Not required |
| Data element attributes |
| Reporting attributes  |
| Reported by | Mental health agencies (clinical and non-clinical) |
| Reported for |  |
| Reported when |  |
| Transmission attributes  |
| Location |  |
| Collection and usage attributes |
| Guide for use | Inpatient subcentres should not be flagged for caseload.Ambulatory subcentres with consumer 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. |
| Purpose/context | To enable area mental health services to monitor service delivery to consumers provided by each mental health agency within their organisation |
| Principal data users | Mental health agencies (clinical and non-clinical)Mental Health & Drugs Data |
| National reporting requirements |  |
| Source and reference attributes |
| Department of Human Services common data dictionary |  |
| Definition source | CMI/ODS (Mental Health & Drugs Data) |
| Definition source identifier |  |
| Value domain source | CMI/ODS (Mental Health & Drugs Data) |
| Value domain identifier |  |
| Relational attributes  |
| Related concepts |  |
| Related data elements |  |
| Edit/validation rules |  |
| Other related information |  |
| Administrative attributes |
| Version | Version 1.0 |
| Collection start date |  |

# OM Setting

|  |
| --- |
| Identifying and definitional attributes |
| Definition | For eligible outcome measurement (OM) reporting, OM setting reflects the subcentre as age-based and type grouping. |
| Value domain attributes |
| Representational attributes |
| Representation class | Code | Data type | Number |
| Format | N[N] | Maximum character length | 2 |
| Permissible values | Value | Meaning |
|  | 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  |
| Data element attributes |
| Reporting attributes  |
| Reported by | Mental health agencies (clinical and non-clinical) |
| Reported for |  |
| Reported when |  |
| Transmission attributes  |
| Location |  |
| Collection and usage attributes |
| Guide for use | Ensure the subcentre and OM setting align, such as adult continuing care (CCT) – select ‘Adult community’. Subcentres that do not record OM, select applicable age-based category code: 3 – Adult not applicable, 7 – Aged not applicable, 10 – CAMHS not applicable.11 Generalist not applicable: A non-age-based subcentre that does not report OM. |
| Purpose/context | To identify the type of OM setting aligned to the subcentre type. |
| Principal data users | Mental health agencies (clinical and non-clinical)Mental Health & Drugs Data |
| National reporting requirements |  |
| Source and reference attributes |
| Department of Human Services common data dictionary |  |
| Definition source | CMI/ODS (Mental Health & Drugs Data) |
| Definition source identifier |  |
| Value domain source | CMI/ODS (Mental Health & Drugs Data) |
| Value domain identifier |  |
| Relational attributes  |
| Related concepts |  |
| Related data elements |  |
| Edit/validation rules |  |
| Other related information |  |
| Administrative attributes |
| Version | Version 1.0 |
| Collection start date |  |

# Open Reason (subcentre)

|  |
| --- |
| Identifying and definitional attributes |
| Definition | The reason for the subcentre to commence operation. |
| Value domain attributes |
| Representational attributes |
| Representation class | Code | Data type | Number |
| Format | NN | Maximum character length | 2 |
| Permissible values | Value | Meaning |
|  | 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 |
| Data element attributes |
| Reporting attributes  |
| Reported by | Mental health agencies (clinical and non-clinical) |
| Reported for |  |
| Reported when |  |
| Transmission attributes  |
| Location |  |
| Collection and usage attributes |
| Guide for use | 01 New Service: A new service has been deemed necessary to reflect the operation of the organization.02 Change to program structure: The program structure has been modified (programs have been added or deleted), to reflect different service practice.03 Amalgamation of previous services: Existing service structure has changed whereby a number of programs or subcentres have joined together to reflect different service practice.04 Change of auspice: A restructure to auspice arrangements whereby another entity or organization provides operational management.05 Re-opened after temporary closure: From time to time, service units may require refurbishment. After temporary closure, the service may resume operation with no change to program or subcentre structure.09 Other: Not relating to any of the above. |
| Purpose/context | To enable area mental health services to monitor service delivery to consumers provided by each mental health agency within their organisation. |
| Principal data users | Mental health agencies (clinical and non-clinical)Mental Health & Drugs Data |
| National reporting requirements |  |
| Source and reference attributes |
| Department of Human Services common data dictionary |  |
| Definition source | CMI/ODS (Mental Health & Drugs Data) |
| Definition source identifier |  |
| Value domain source | CMI/ODS (Mental Health & Drugs Data) |
| Value domain identifier |  |
| Relational attributes  |
| Related concepts |  |
| Related data elements |  |
| Edit/validation rules |  |
| Other related information |  |
| Administrative attributes |
| Version | Version 1.0 |
| Collection start date |  |

# Program Class

|  |
| --- |
| Identifying and definitional attributes |
| Definition | A specialised program classification describing the target population and funding source for both episodes and contacts that occur with the subcentre. |
| Value domain attributes |
| Representational attributes |
| Representation class | Code | Data type | String |
| Format | A | Maximum character length | N |
| Permissible values | Value | Meaning |
|  | A | Acute, general adult |
|  | C | Community |
|  | D | PDRSS community |
|  | E | Non-acute, general |
|  | G | Acute, general aged persons |
|  | K | Acute, general child-adolescent |
|  | M | PDRSS Residential |
|  | N | Residential, aged persons residential service |
|  | R | Residential, community care unit |
|  | S | Acute, general specialist |
|  | T | Nursing home type |
|  | U | Acute, Alcohol and Drug Program |
|  | V | PDRSS Rehabilitation Youth |
| Supplementary values | Value | Meaning |
|  | 9 | Unknown |
| Data element attributes |
| Reporting attributes  |
| Reported by | Mental health agencies (clinical and non-clinical) |
| Reported for |  |
| Reported when |  |
| Transmission attributes  |
| Location |  |
| Collection and usage attributes |
| Guide for use | **A Acute, general adult**Adult acute inpatient units**C Community**All ambulatory subcentres**D PDRSS Community**Community PDRSS units**E Non-acute, general**Extended care units**G Acute, general aged persons**Aged inpatient units**K Acute, general child-adolescent**Child and adolescent acute inpatient units**M PDRSS Residential**PDRSS Residential Disability Support Services**N Residential, aged persons residential service**Specialist psychiatric nursing homes and hostels (funded by the department).**R Residential community care unit**Residential, community care unit (CCU)**S Acute, general specialist**State-funded services such as Forensicare, mother-baby unit, ECT**T Nursing home type**Nursing home types for clients in acute inpatient units longer than 28 daysawaiting placement (no longer acute).**V PDRSS Rehabilitation-24hr** |
| Purpose/context | To enable area mental health services to monitor service delivery to clients provided by each mental health agency within their organisation. |
| Principal data users | Mental health agencies (clinical and non-clinical)Mental Health & Drugs Data |
| National reporting requirements |  |
| Source and reference attributes |
| Department of Human Services common data dictionary |  |
| Definition source | CMI/ODS (Mental Health & Drugs Data) |
| Definition source identifier |  |
| Value domain source | CMI/ODS (Mental Health & Drugs Data) |
| Value domain identifier |  |
| Relational attributes  |
| Related concepts |  |
| Related data elements |  |
| Edit/validation rules |  |
| Other related information |  |
| Administrative attributes |
| Version | Version 1.0 |
| Collection start date |  |

# Subcentre Name

|  |
| --- |
| Identifying and definitional attributes |
| Definition | 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.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. |
|  |
| Representational attributes |
| Representation class | Text | Data type | String |
| Format |  | Maximum character length |  |
| Data element attributes |
| Reporting attributes  |
| Reported by | Mental health agencies (clinical and non-clinical) |
| Reported for |  |
| Reported when |  |
| Transmission attributes  |
| Location |  |
| Collection and usage attributes |
| Guide for use | A subcentre name may be created/updated for the following reasons:* subcentre does not currently exist (reflecting a business process change)
* 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)
* existing subcentre name is no longer required (business unit not operational).

*Action:*  Enter applicable ‘termination date’. To enable end-users scrolling through alphabetical list that include closed subcentres. Prefix the subcentre name with a series of ‘zzz’.*Note:* No naming convention has been defined, however it should describe the business intention for the service. |
| Business rules | * *At least one program to a subcentre*: 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.
* *A subcentre cannot be closed if it has open episodes*: System functionality ensures a subcentre that has open episodes, cannot be closed.
* *PARC subcentre*: Residential – there should only be **one**subcentre created for PARC bed-based service within a campus. The applicable program Classification is ‘non-acute, general’.

 Ambulatory – in-reach contacts can be recorded against this subcentre. PARC day programs **do not** 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’.* *ECT subcentre*: Defined as ‘inpatient subcentre’ type, it is important to define:

- approved/operational/purchased beds as zero (‘0’) in bed maintenance- program type as ‘same day, ECT suite’ in program maintenance- program class as ‘acute, general specialist’. |
| Purpose/context | To enable area mental health services to monitor service delivery to clients provided by each mental health agency within their organisation. |
| Principal data users | Mental health agencies (clinical and non-clinical)Mental Health & Drugs Data |
| National reporting requirements |  |
| Source and reference attributes |
| Department of Human Services common data dictionary |  |
| Definition source | CMI/ODS (Mental Health & Drugs Data) |
| Definition source identifier |  |
| Value domain source | CMI/ODS (Mental Health & Drugs Data) |
| Value domain identifier |  |
| Relational attributes  |
| Related concepts |  |
| Related data elements |  |
| Edit/validation rules |  |
| Other related information |  |
| Administrative attributes |
| Version | Version 1.0 |
| Collection start date |  |

# Subcentre Open Date

|  |
| --- |
| Identifying and definitional attributes |
| Definition | The date the subcentre commenced operation. |
|  |
| Representational attributes |
| Representation class | Date | Data type | Date/time |
| Format | DDMMYYYY | Maximum character length | 8 |
| Data element attributes |
| Reporting attributes  |
| Reported by | Mental health agencies (clinical and non-clinical) |
| Reported for |  |
| Reported when |  |
| Transmission attributes  |
| Location |  |
| Collection and usage attributes |
| Guide for use | Report the date subcentre commenced operation. |
| Business rules | A subcentre cannot be deleted if it has open episodes.  |
| Purpose/context | To enable area mental health services to monitor service delivery to clients provided by each mental health agency within their organisation. |
| Principal data users | Mental health agencies (clinical and non-clinical)Mental Health & Drugs Data |
| National reporting requirements |  |
| Source and reference attributes |
| Department of Human Services common data dictionary |  |
| Definition source | CMI/ODS (Mental Health & Drugs Data) |
| Definition source identifier |  |
| Value domain source | CMI/ODS (Mental Health & Drugs Data) |
| Value domain identifier |  |
| Relational attributes  |
| Related concepts |  |
| Related data elements |  |
| Edit/validation rules |  |
| Other related information |  |
| Administrative attributes |
| Version | Version 1.0 |
| Collection start date |  |

# Subcentre Type

|  |
| --- |
| Identifying and definitional attributes |
| Definition | The type of subcentre at which the client received treatment. |
|  |
| Representational attributes |
| Representation class | Code | Data type | Number |
| Format | N | Maximum character length | 1 |
| Permissible values | Value | Meaning |
|  | I | Inpatient subcentre |
|  | C | Community subcentre |
| Data element attributes |
| Reporting attributes  |
| Reported by | Mental health agencies (clinical and non-clinical) |
| Reported for |  |
| Reported when |  |
| Transmission attributes  |
| Location |  |
| Collection and usage attributes |
| Guide for use | **Inpatient subcentre**A bed-based subcentre**Community subcentre**An ambulatory subcentre |
| Business rules | 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. |
| Purpose/context | To enable area mental health services to monitor service delivery to clients provided by each mental health agency within their organisation. |
| Principal data users | Mental health agencies (clinical and non-clinical)Mental Health & Drugs Data |
| National reporting requirements |  |
| Source and reference attributes |
| Department of Human Services common data dictionary |  |
| Definition source | CMI/ODS (Mental Health & Drugs Data) |
| Definition source identifier |  |
| Value domain source | CMI/ODS (Mental Health & Drugs Data) |
| Value domain identifier |  |
| Relational attributes  |
| Related concepts |  |
| Related data elements |  |
| Edit/validation rules |  |
| Other related information |  |
| Administrative attributes |
| Version | Version 1.0 |
| Collection start date |  |

# Termination Date (subcentre)

|  |
| --- |
| Identifying and definitional attributes |
| Definition | The date an existing subcentre was terminated/closed. |
| Representational attributes |
| Representation class | Date | Data type | Date/time |
| Format | DDMMYYYY | Maximum character length | 8 |
| Data element attributes |
| Reporting attributes  |
| Reported by | Mental health agencies (clinical and non-clinical) |
| Reported for |  |
| Reported when |  |
| Transmission attributes  |
| Location |  |
| Collection and usage attributes |
| Guide for use | 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’. |
| Business rules | A subcentre cannot be deleted if it has open episodes.  |
| Purpose/context | To enable area mental health services to monitor service delivery to clients provided by each mental health agency within their organisation. |
| Principal data users | Mental health agencies (clinical and non-clinical)Mental Health & Drugs Data |
| National reporting requirements |  |
| Source and reference attributes |
| Department of Human Services common data dictionary |  |
| Definition source | CMI/ODS (Mental Health & Drugs Data) |
| Definition source identifier |  |
| Value domain source | CMI/ODS (Mental Health & Drugs Data) |
| Value domain identifier |  |
| Relational attributes  |
| Related concepts |  |
| Related data elements |  |
| Edit/validation rules |  |
| Other related information |  |
| Administrative attributes |
| Version | Version 1.0 |

# Termination Reason

|  |
| --- |
| Identifying and definitional attributes |
| Definition | The reason an existing subcentre was closed. |
| Representational attributes |
| Representation class | Code | Data type | Number |
| Format | NN | Maximum character length | 2 |
| Permissible values | Value | Meaning |
|  | 01 | Service closed |
|  | 02 | Change to program structure |
|  | 03 | Amalgamation with other subcentre |
|  | 05 | Closed temporarily |
|  | 09 | Other |
| Data element attributes |
| Reporting attributes  |
| Reported by | Mental health agencies (clinical and non-clinical) |
| Reported for |  |
| Reported when |  |
| Transmission attributes  |
| Location |  |
| Collection and usage attributes |
| Guide for use | 01 Service closed: A service has been deemed not necessary02 Change to program structure: The program structure has been modified (programs have been added or deleted), to reflect different service practice.03 Amalgamation with other subcentre: Existing service structure has changed whereby a number of programs or subcentres have joined together to reflect different service practice.05 Closed temporarily: From time to time, service units may require refurbishment. After temporary closure, the service may resume operation with no change to program or subcentre structure.09 Other: Not relating to any of the above. |
| Business rules | A subcentre cannot be closed if it has open episodes.  |
| Purpose/context | To enable area mental health services to monitor service delivery to clients provided by each mental health agency within their organisation. |
| Principal data users | Mental health agencies (clinical and non-clinical)Mental Health & Drugs Data |
| National reporting requirements |  |
| Source and reference attributes |
| Department of Human Services common data dictionary |  |
| Definition source | CMI/ODS (Mental Health & Drugs Data) |
| Definition source identifier |  |
| Value domain source | CMI/ODS (Mental Health & Drugs Data) |
| Value domain identifier |  |
| Relational attributes  |
| Related concepts |  |
| Related data elements |  |
| Edit/validation rules |  |
| Other related information |  |
| Administrative attributes |
| Version | Version 1.0 |
| Collection start date |  |

# Ward Type

|  |
| --- |
| Identifying and definitional attributes |
| Definition | Identifies the ward type status for inpatient units only. |
| Representational attributes |
| Representation class | Code | Data type | Number |
| Format | N | Maximum character length | 1 |
| Permissible values | Value | Meaning |
|  | W | Hospital ward |
|  | R | Residential unit |
|  | V | Virtual ward |
| Data element attributes |
| Reporting attributes  |
| Reported by | Mental health agencies (clinical and non-clinical) |
| Reported for |  |
| Reported when |  |
| Transmission attributes  |
| Location |  |
| Collection and usage attributes |
| Guide for use |  |
| Purpose/context | To identify the ward type status for an inpatient unit. |
| Principal data users | Mental health agencies (clinical and non-clinical)Mental Health & Drugs Data |
| National reporting requirements |  |
| Source and reference attributes |
| Department of Human Services common data dictionary |  |
| Definition source | CMI/ODS (Mental Health & Drugs Data) |
| Definition source identifier |  |
| Value domain source | CMI/ODS (Mental Health & Drugs Data) |
| Value domain identifier |  |
| Relational attributes  |
| Related concepts |  |
| Related data elements |  |
| Edit/validation rules |  |
| Other related information |  |
| Administrative attributes |
| Version | Version 1.0 |
| Collection start date |  |

# About Program Management Circulars

The information provided in this circular is intended as general information and not as legal advice. Mental health service management should ensure that policies and procedures are developed and implemented to enable staff to collect and use health information in accordance with relevant legislation.

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