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| Victorian Alcohol and Drug Collection (VADC)Compilation and Submission Specification |
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Department of Health

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| **VADC Compilation and Submission Specification - Version Control** |
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| To receive this publication in an accessible format email aoddatadev@dhhs.vic.gov.auAuthorised and published by the Victorian Government, 1 Treasury Place, Melbourne.© State of Victoria, Department of Health and Human Services June, 2018Except where otherwise indicated, the images in this publication show models and illustrative settings only, and do not necessarily depict actual services, facilities or recipients of services. This publication may contain images of deceased Aboriginal and Torres Strait Islander peoples.Where the term ‘Aboriginal’ is used it refers to both Aboriginal and Torres Strait Islander people. Indigenous is retained when it is part of the title of a report, program or quotation.Available at [VADC web page](https://www2.health.vic.gov.au/alcohol-and-drugs/funding-and-reporting-aod-services/data-collection) <https://www2.health.vic.gov.au/alcohol-and-drugs/funding-and-reporting-aod-services/data-collection> |
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* 4.1 Changes to business rules regarding submission of open service events with no activity
* 5.3 Additional clarification of Insert, Update and Delete Actions
* 5.5.2 Changes to Update Action business rules regarding submission of Service Event and Client records where only the Service Event or Client record has been amended
* 5.5.2.4 Changes to Delete Action business rules for Client records
* 5.5.3 Additional client journey use cases and XML fragment examples
 |
| **2018.01.02.02** | 08 Jun 2018 | **Document release changes*** Change to confirm XSD is available at link
* Field name in example XML corrected to align with XSD:
* relation\_to\_client to relationship\_to\_client
* accomodation\_type to accommodation\_type
* employement\_status to employment\_status
* Corrections to sample XML where wrong service event and reporting period were provided in examples
* Spelling and grammer corrections
 |

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# Introduction

## Background

The drug treatment service system within the State of Victoria provides a range of assessment, treatment and support services to adults and young people who have alcohol and/or drug use problems, and to their families and carers. The Victorian Government purchases these alcohol and drug treatment services from over 100 independent agencies on behalf of the community.

Public AOD treatment services funded by the Department of Health and Human Services (DHHS) are provided to eligible Victorians in community health services, and rural hospitals of Melbourne.

The Victorian Alcohol and Drug Collection (VADC) is used primarily to monitor service provider performance and to inform service planning and policy development.

This document should be read in association with the VADC Data Specification.

Service Providers are required to submit the VADC to the Department of Health and Human Services using the standards and guidelines which are set out in this document.

## Purpose

The purpose of the Victorian Alcohol and Drug Collection (VADC) Compilation and Submission Specification is to provide guidance on the expected file naming and format, file compilation, rules for submission, and definition of the validation process of data submissions for the Victorian Alcohol and Drug Collection to the Department of Health and Human Services.

## Audience

The intended audience for the Victorian Alcohol and Drug Collection (VADC) Compilation and Submission Specification includes:

* Department of Health and Human Services staff (data collection custodians and program managers) responsible for the development and management of data collections and associated documentation
* funded organisations who deliver public AOD services, and those staff that administer, validate and submit the VADC to the Department of Health and Human Services
* software vendors who develop and provide software solutions for the collection, storage and reporting of data

## Scope

The scope of the Victorian Alcohol and Drug Collection Compilation and Submission Specification is outlined below.

*In Scope*

* File naming
* File structure – including submission instance, client and Service Event data elements and sub-elements
* File compilation – multiple submissions, example scenarios
* File submission – submission rules, frequency
* File validation

*Out of Scope*

* Service provider file validation and extraction methods
* Secure Data Exchange portal details
* DHHS content validation methods
* Validation report content

## History and development

The Victorian Alcohol and Drug Collection (VADC) Data Specification was developed with input from a Project Reference Group (PRG) with membership from community health service providers both Metropolitan, and Rural, Australian Community Support Organisation (ACSO) and from peak governing body Victorian Alcohol and Drug Association (VAADA). The Compilation and Submission Specification was developed as a supporting document to the VADC Data Specification. Background information was gathered by a series of site visits and survey to obtain AOD service provider feedback with regards to format and submission capability. Internal DHHS stakeholders were also consulted with regards to existing toolsets and departmental capability.

## Data release and confidentiality

The principal user for all data elements specified in this data set is the Department of Health and Human Services.

All data collection and reporting requirements administered by the department are required to comply with the Information Privacy Act 2000 and the Health Records Act 2001, and to act compatibly with the Charter of Human Rights and Responsibilities Act 2006.

Elements of the State Alcohol and Drug Treatment Service Utilisation Data Collection are forwarded annually to the Australian Health and Welfare (AIHW) for inclusion in the Alcohol and Other Drugs National Minimum Dataset (AODS NMDS). Clients should be informed that some of the information provided will be sent to the National government for planning and statistical purposes. This information is de-identified before transmission.

## Document history

This is the second published version of the document, since the redevelopment of the AODS data collection in 2017.

This version of the VADC Compilation and Submission Specification aligns with VADC Data Specification v2018.01.01.

## Contact information

For further information regarding the Alcohol and other Drug Collection, contact:

Department of Health and Human Services
50 Lonsdale Street, Melbourne, Victoria, 3000
aoddatadev@dhhs.vic.gov.au

# File naming

Files must be named according to the specified naming convention. If the convention is not followed, the automated processing system will not recognise the submission.

Table : Data Submission File names

| Filename | NNNNNNNNN\_MMYYYY.xml |
| --- | --- |
| Source | Code | Description |
| Outlet code | NNN | First component of Outlet code - 3 characters that distinguish Service Provider |
| NN | Second component of Outlet code – 2 characters that distinguish Service area |
| NNNN | Third component of Outlet code – 4 characters that distinguish service site |
| Current reporting period | MM | Month of current reporting period |
| YYYY | Year of current reporting period |

Note: The date contained in the filename is for the current reporting period. The file may also contain amendments to data that has been provided in previous reporting periods.

A file may include data for multiple outlets. Where one file includes submission for multiple outlets the file name can reference any of the outlet codes being submitted within the file.

# File structure

The VADC file structure is XML based and must be submitted according to the provided XML schema definition (XSD) file.

The VADC schema definition is available for download from the VADC data specification and supporting documentation webpage from the VADC Project website located here:

[VADc web page](%20https%3A/www2.health.vic.gov.au/alcohol-and-drugs/funding-and-reporting-aod-services/data-collection%20)<https://www2.health.vic.gov.au/alcohol-and-drugs/funding-and-reporting-aod-services/data-collection>

The file structure is made of a several key components. The following sections describe the structure of those components.

## File component: Submission instance

A submission instance is defined as the data for one outlet, for one reporting period. Each file is able to contain multiple submission instances where:

* Data is being submitted by a service provider or consortium lead that operates out of multiple outlets.
* Data is being submitted for previous reporting periods (due to amendments or corrections) in addition to the current reporting period.

Both the above scenarios are explained in more detail later in this document.

The data within each submission instance is uniquely identified by the outlet code and the reporting period. No two submission instances can exist within the same file with the same combination of outlet code and reporting period.

Each new reporting period requires a file submission, regardless of whether or not there is new reportable service activity within a reporting period.

Where there is no reportable service activity or open Service Events for a reporting period, the file will include submission instance header details only.

Records associated with open Service Events must be submitted even if there is no activity associated with the open Service Events during the reporting period.

Submission instances can include:

* Client and Service Event records for Service Events that were open (i.e. Service Event End Dates are null) during the reporting period
	+ Note, Client and Service Event records must be submitted for Open Service Events regardless of whether or not there have been changes to the Client or Service Event records during the reporting period
* Client and Service Event records for Service Events that closed (i.e. Service Event End Dates are not null) during the reporting period
* Client and Service Event records for closed Service Events (i.e. Service Event End Dates are not null) that have already been submitted for a previous reporting period but require Updating
* Service and/or Client records that require Deletion

Figure 1 shows an overview of the XSD with root element and the first two levels of child elements.

Figure : XML schema, first three levels



The XML fragment below implements the XSD diagrammatically represented above.

Figure : Example XML fragment, first three levels

<submission>

 <submission\_instance>

 <reporting\_period>022017</reporting\_period>

 <outlet\_code>123010001</outlet\_code>

 <extract\_date>090320172359</extract\_date>

 <client>...</client>

 <service\_event>...</service\_event>

 <service\_event>...</service\_event>

 <service\_event>...</service\_event>

 </submission\_instance>

 <submission\_instance>…</submission\_instance>

 <submission\_instance>…</submission\_instance>

</submission>

Note, there can be multiple Service Event elements for a given client within a submission instance if the client receives more than one Service Event Type or Service Stream from the same Outlet during the reporting period.

## File component: Client

The client element and associated child elements (from herein referred to as the client record) is used to submit data about a client and any dependants they may have. The record is a repeating set of elements for each client. Figure 3 shows the client element and all associated child elements within the XSD.

A Client record should always be submitted where there has been Service Event activity regardless of whether the client record has changed since the previous submission.

The Dependant record and associated data elements do not have to be submitted if the client does not have any dependants.

Data within the Client record should be an accurate reflection of the service’s understanding at time of the Service Event end date for closed Service Events or at the end of the reporting period for open Service Events.

Figure : Client record within the XSD



The XML fragment below implements the XSD diagrammatically represented above.

Figure : Example XML fragment, client record

<client>

 <action>I</action>

 <outlet\_client\_id>1234567890</outlet\_client\_id>

 <content>

 <acquired\_brain\_injury>2</acquired\_brain\_injury>

 <country\_of\_birth>1101</country\_of\_birth>

 <date\_first\_registered>03082012</date\_first\_registered>

 <date\_of\_birth>03111980</date\_of\_birth>

 <dob\_accuracy\_ind>AAA</dob\_accuracy\_ind>

 <gender\_identity>2</gender\_identity>

 <ihi>6532541258274532</ihi>

 <lgb\_flag>2</lgb\_flag>

 <locality\_name>Melbourne</locality\_name>

 <maltreatment\_code>1</maltreatment\_code>

 <maltreatment\_perpetrator>2</maltreatment\_perpetrator>

 <medicare\_number>56325412541</medicare\_number>

 <mental\_health\_diagnosis>1</mental\_health\_diagnosis>

 <need\_for\_interpreter>9</need\_for\_interpreter>

 <postcode>3015</postcode>

 <preferred\_language>1201</preferred\_language>

 <refugee\_status>1</refugee\_status>

 <sex\_at\_birth>2</sex\_at\_birth>

 <slk>AHGIJ031119802</slk>

<dependant>

<child\_protection\_order\_flag>3</child\_protection\_order\_flag>

<living\_with\_flag>9</living\_with\_flag>

<vulnerable\_flag>9</vulnerable\_flag>

<year\_of\_birth>1990</year\_of\_birth>

 </dependant>

 </content>

</client>

## File component: Service Event

The Service Event element and associated child elements (from herein referred to as the Service Event record) is used to submit data about the Service Event and associated:

* Contacts
* Outcome measures (including drugs of concern)
* Referrals

The above must be submitted in the context of a Service Event and cannot exist individually.

Service Event records must be associated with a Client record within a given submission instance.

The Contact, Referral and Outcome Measure child records, and associated data elements, of the Service Event element do not have to be submitted if no Contact, Referral or Outcome Measure records exists for the Service Event.

Multiple Contacts, Outcome Measures and Outgoing Referrals can be submitted within a given Service Event record (only one Incoming Referral is permitted in the Data VADC Data Specification – see Section 5.7.2).

Contact, Referral and Outcome Measure child records are cumulative within VADC file submissions. A Service Event that has already been submitted in a previous reporting period must include all child records associated with that Service Event in the current reporting period submission, not just the child records that occurred during the current reporting period.

Individual Contact, Referral and Outcome Measure child records do not have to be in a specified order.

Figure 5 shows the Service Event element and all associated child elements (not expanded) within the XSD.

Figure : Service Event record within the XSD



The XML fragment below represents the XSD diagrammatically represented above.

Figure : Example XML fragment, Service Event record

<service\_event>

 <action>I</action>

 <outlet\_service\_event\_id>9876543210</outlet\_service\_event\_id>

 <content>

 <assessment\_completed\_date>12012017</assessment\_completed\_date>

 <course\_length>1</course\_length>

<did\_not\_attend>0</did\_not\_attend>

 <end\_date>15022017</end\_date>

 <end\_reason>11</end\_reason>

 <event\_type>4</event\_type>

 <forensic\_type>12</forensic\_type>

 <funding\_source>102</funding\_source>

 <indigenous\_status>3</indigenous\_status>

 <mascot\_score>2</mascot\_score>

 <outlet\_client\_id>1234567890</outlet\_client\_id>

 <percent\_course\_completed>4</percent\_course\_completed>

 <presenting\_drug\_concern>2101</presenting\_drug\_concern>

 <service\_delivery\_setting>1</service\_delivery\_setting>

 <service\_stream>60</service\_stream>

 <significant\_goal\_achieved>1</significant\_goal\_achieved>

 <start\_date>15012017</start\_date>

 <target\_population>3</target\_population>

 <tier>9</tier>

 <contact>

 …

 </contact>

 <referral>

 …

 </referral>

 <outcome\_measure>

 …

 </outcome\_measure>

 </content>

</service\_event>

### Contact

Figure 7 below shows the expanded child Contact element within the XSD. Figure 8 shows the associated example XML fragment.

Contact child records and associated data elements do not have to be submitted if no Contacts exist for the Service Event.

Multiple Contacts can be submitted within a given Service Event record.

Contacts are cumulative within VADC file submissions. A Service Event that has already been submitted in a previous reporting period must include all Contacts associated with that Service Event in the current reporting period submission, not just the Contacts that occurred during the current reporting period.

Figure : Child contact element within the Service Event record within the XSD



Figure : Example XML fragment, child contact element within the Service Event record

<contact>

<contact\_date>160220170930</contact\_date>

 <contact\_duration>30</contact\_duration>

 <contact\_method>1</contact\_method>

 <contact\_type>9</contact\_type>

 <number\_facilitators\_present>2</number\_facilitators\_present>

 <number\_service\_recipients>10</number\_service\_recipients>

 <relationship\_to\_client>7</relationship\_to\_client>

</contact>

### Referral

Figure 9 below shows the expanded child referral element within the XSD. Figure 10 shows the associated example XML fragment.

Referral child records and associated data elements do not have to be submitted if no Referrals exist for the Service Event.

Multiple outgoing Referrals (but only one Incoming Referral) can be submitted within a given Service Event record.

Outgoing Referrals are cumulative within VADC file submissions. A Service Event that has already been submitted in a previous reporting period must include all Referrals associated with that Service Event in the current reporting period submission, not just the Referrals that occurred during the current reporting period.

Figure : Child referral element within the Service Event record within the XSD



Figure : Example XML fragment, child referral element within the Service Event record

<referral>

 <acso\_identifier>5325415</acso\_identifier>

 <direction>2</direction>

 <referral\_date>23012017</referral\_date>

 <referral\_service\_type>20</referral\_service\_type>

 <referral\_provider\_type>4</referral\_provider\_type>

</referral>

### Outcome measure

Figure 11 below shows the expanded child referral element within the XSD. Figure 12 shows the associated example XML fragment.

Outcome child records and associated data elements do not have to be submitted if no Outcomes exist for the Service Event at the time of submission.

If an Outcome Measure record is submitted, a Drug of Concern child record and associated data elements must be submitted.

Multiple Outcome Measures can be submitted within a given Service Event record.

Outcome Measures are cumulative within VADC file submissions. A Service Event that has already been submitted in a previous reporting period must include all Outcome Measures associated with that Service Event in the current reporting period submission, not just the Outcome Measures that occurred during the current reporting period.

Figure 11: Child outcome measure element within the Service Event record within the XSD

 

Figure 12: Example XML fragment, child outcome measures element within the Service Event record

<outcome\_measure>

 <accommodation\_type>12</accommodation\_type>

 <arrested\_last\_four\_weeks>2</arrested\_last\_four\_weeks>

 <audit\_score>5</audit\_score>

 <client\_review\_date>23012017</client\_review\_date>

 <days\_injected\_last\_four\_weeks>5</days\_injected\_last\_four\_weeks>

 <dudit\_score>5</dudit\_score>

 <employment\_status>5</employment\_status>

 <k10\_score>25</k10\_score>

 <physical\_health>0</physical\_health>

 <psychological\_health>0</psychological\_health>

 <quality\_of\_life>0</quality\_of\_life>

 <risk\_to\_others>3</risk\_to\_others>

 <risk\_to\_self>1</risk\_to\_self>

 <unemployed\_not\_training>1</unemployed\_not\_training>

 <violent\_last\_four\_weeks>2</violent\_last\_four\_weeks>

 <drug\_of\_concern>

 <date\_last\_use>02012017</date\_last\_use>

 <drug\_name>2101</drug\_name>

 <frequency\_30\_day>9</frequency\_30\_day>

 <method\_of\_use>1</method\_of\_use>

 <principal\_concern>9</principal\_concern>

 <volume>1</volume>

 <volume\_units>9</volume\_units>

 </drug\_of\_concern>

</outcome\_measure>

# File compilation

A submission file is able to contain multiple submission instances that are uniquely defined by an outlet code and a reporting period. This allows:

* Data from multiple outlets to be submitted in a single file where the file is being submitted by a service provider or consortium lead
* New data for the current period and amended data from a previous period to be submitted

## Outlets

Multiple outlets are handled through the use of additional submission instances within a file with differing outlet codes.

The XML code fragment below shows an example of submission instances for two outlets within a single file.

Figure 3: Example XML fragment, multiple outlets within a single file

<submission>

<!--submission instance for outlet 123010001 for current period-->

 <submission\_instance>

 <reporting\_period>022017</reporting\_period>

 <outlet\_code>123010001</outlet\_code>

 <extract\_date>090320172359</extract\_date>

 <client>...</client>

 <service\_event>...</service\_event>

 </submission\_instance>

<!--submission instance for outlet 123010002 for current period-->

 <submission\_instance>

 <reporting\_period>022017</reporting\_period>

 <outlet\_code>123010002</outlet\_code>

 <extract\_date>090320172359</extract\_date>

 <client>...</client>

 <service\_event>...</service\_event>

 </submission\_instance>

</submission>

## Reporting periods

As with multiple outlets, multiple reporting periods are handled through the use of additional submission instances within a file with differing reporting periods.

Note – submissions for previous reporting periods will only be accepted for closed Service Events and associated Client records that are being corrected using the Update Action (see Section 5.3).

The XML code fragment below shows an example of submission instances for two outlets within a single file.

Figure 14: Example XML fragment, multiple reporting periods within a single file

<submission>

<!--submission instance for current period-->

 <submission\_instance>

 <reporting\_period>022017</reporting\_period>

 <outlet\_code>123010001</outlet\_code>

 <extract\_date>090320172359</extract\_date>

 <client>...</client>

 <service\_event>...</service\_event>

 </submission\_instance>

<!--submission instance for previous period-->

 <submission\_instance>

 <reporting\_period>012017</reporting\_period>

 <outlet\_code>123010001</outlet\_code>

 <extract\_date>090320172359</extract\_date>

 <client>...</client>

 <service\_event>...</service\_event>

 </submission\_instance>

</submission>

## Action codes

An ‘Action’ element exists against each Client record and Service Event record. It is used to indicate:

* a new Service Event and associated Client record is being submitted for the first time;
* an open Service Event to which additional or corrected Client or Service Event information is being submitted;
* a closed Service Event submitted in a previous reporting period for which Client and/or Service Event record details require correction is being submitted; or
* a Service Event and/or Client requiring deletion is being submitted.

There are three permissible Action codes.

Table 2: Technical XSD element mapping

|  |  |  |
| --- | --- | --- |
| Action Code | Meaning | Usage |
| I | Insert | The standard Action code to be used. Should be used for:* initial submission of a new Service Event and associated Client record,
* submission of additional Service Event activity with associated Client record, and
* to amend Service Event and Client records associated with open Service Events.
 |
| U | Update | Used to indicate an amendment is being made to a Service Event and/or associated Client record for a closed Service Event that was submitted in a previous reporting period. |
| D | Delete | Where a Service Event and/or associated Client record has been submitted in error and needs to be deleted. This code is not to be used for corrections where there is an intention to resubmit the record. In that scenario, the Update or Insert Action codes should be used instead. |

The Insert Action code will always be used for new and open Service Events and associated Client records in the current reporting period.

The Update Action should be used for data submitted in earlier reporting periods. Update Actions need only be submitted once for the Reporting Period during which the Service Event closed regardless of how long the Service Event was open for and how many reporting periods it was submitted for.

The Delete Action can be used for either open or closed Service Events and/or associated Client records. Delete Actions for closed Service Events need only be submitted for the Reporting Period during which the Service Event closed regardless of how long the Service Event was open for and how many reporting periods it was submitted for.

A summary of the Insert, Update and Delete Action business rules can be found below in Table 3.

**Table 3. Insert, Update and Delete Action Business Rules**

|  |  |
| --- | --- |
|  | **Service Event Status (Open/Closed)** |
| **Type of change to record** | Service Event open during current reporting period | Service Event closed and submitted in previous reporting period |
| New Service Event and Client record | Insert | N/A |
| Additional Service Event activity or change to Service Event and/or Client record  | Insert | N/A |
| Correction to Service Event and/or Client record | Insert | Update |
| Delete Service Event and, if required, associated Client record  | Delete | Delete |

Service providers with CMS’s that are unable to differentiate between changes made to a record due to a change in status, as opposed to changes made to a record to correct an error, should contact the VADC project team prior to submission of VADC test extracts.

As can be seen in Figure 15 below, the Action element together with the reporting period and either the Outlet Client Identifier or Outlet Service Event identifier allows a record to be uniquely identified and specifies the processing action to take. Note that when you specify an Update or Delete action, only the Client/Service Event record associated with the Action for that reporting period will be Updated or Deleted. Records for the same Client/Service Event submitted in previous reporting periods do not need to be Updated/Deleted as only the most recent version of the record will be used for reporting purposes.

Figure 5: Action code



## Data requirements

The data that must be provided for the Client record and Service Event record differs depending on the Action code specified.

Table 4: Action code Dependant data requirements

|  |  |
| --- | --- |
| Action code | Data Required |
| Insert and Update | Full recordThe full Client and Service Event record must be submitted. This includes all child elements under the content element.Details must be an accurate reflection of the service’s understanding at time of Service Event End Date for closed Service Events or at the end of the reporting period for open Service Events. |
| Delete | Record headerOnly information needed to identify the record to be deleted is required. That is the Action code, and either the Outlet Client Identifier or Outlet Service Event Identifier are required. The content element and all child elements are not required.See Section 5.5.2.3 for more information regarding the Delete Action |

## Compilation scenarios

The following section provides a range of simple example compilation scenarios for initial and subsequent submissions and amendments.

### Initial submissions

The following section describes the initial submission compilation scenarios and includes sample XML code fragments.

#### New Service Event record for a new Client

A new service event for a new client is commenced within the reporting period of February 2017.

* The reporting period should be set to February 2017 (the current period)
* A service event record including all associated child elements should be submitted with the action code of “I”
* The corresponding client record including all associated child elements should be submitted with an action code of “I”.

Figure 16: Example XML fragment, new service event, new client

*Example submission fragment*

<submission\_instance>

 <reporting\_period>022017</reporting\_period>

 <outlet\_code>123456789</outlet\_code>

 <extract\_date>090320172359</extract\_date>

 <client>

 <action>I</action>

 <outlet\_client\_id>1234567890</outlet\_client\_id>

 <content>

 <dependant>...</dependant>

 </content>

 </client>

 <service\_event>

<action>I</action>

 <outlet\_service\_event\_id>0987654321</outlet\_service\_event\_id>

 <content>

 <outlet\_client\_id>1234567890</outlet\_client\_id>

 ...

</content>

</service\_event>

</submission\_instance>

#### New Service Event record for an existing Client

A new Service Event for an existing Client is commenced within the reporting period of February 2017.

* The reporting period should be set to February 2017 (the current period)
* A Service Event record including all associated child elements should be submitted with the action code of “I”
* The corresponding Client record including all associated child elements should be submitted with an action code of “I”. The current Client record should always be submitted where there has been service event activity regardless of whether it has changed since the previous submission.

Figure 17: Example XML fragment, new Service Event, existing Client

*Example submission fragment*

<submission\_instance>

 <reporting\_period>022017</reporting\_period>

 <outlet\_code>123456789</outlet\_code>

 <extract\_date>090320172359</extract\_date>

 <client>

 <action>I</action>

 <outlet\_client\_id>1234567890</outlet\_client\_id>

 <content>

 <dependant>...</dependant>

 </content>

 </client>

 <service\_event>

<action>I</action>

 <outlet\_service\_event\_id>0987654322</outlet\_service\_event\_id>

 <content>

 <outlet\_client\_id>1234567890</outlet\_client\_id>

 ...

</content>

</service\_event>

</submission\_instance>

#### Existing Service Event with new service activity

Activity takes place on a Service Event in reporting period March 2017. The service event commenced in February 2017 and has been previously submitted to the department.

* The reporting period should be set to March 2017 (the current period)
* A Service Event record including all associated child elements whether or not they have changed should be submitted with the action code of “I”.
* The corresponding Client record including all associated child elements should be submitted with an action code of “I”. The current client record should always be submitted where there has been service event activity regardless of whether it has changed since the previous submission.

Figure 18: Example XML fragment, existing Service Event, new service activity

*Example submission fragment*

<submission\_instance>

 <reporting\_period>032017</reporting\_period>

 <outlet\_code>123456789</outlet\_code>

 <extract\_date>090320172359</extract\_date>

 <client>

 <action>I</action>

 <outlet\_client\_id>1234567890</outlet\_client\_id>

 <content>

 <dependant>...</dependant>

 </content>

 </client>

 <service\_event>

<action>I</action>

 <outlet\_service\_event\_id>0987654321</outlet\_service\_event\_id>

 <content>

 <outlet\_client\_id>1234567890</outlet\_client\_id>

 ...

</content>

</service\_event>

</submission\_instance>

#### Open Service Event with no new service activity

In this example, a Service Event commenced in February 2017 and was submitted to the department on 15 March as an open Service Event. No activity takes place against the Service Event during the March 2017 Reporting period. Even though there is no reportable service activity for the Service Event for the March 2017 Reporting period, Client and Service Event records must be submitted for the Reporting period. This is to ensure the department has an accurate count of open service events and is able to monitor treatment duration.

#### No open or closed Service Events recorded against the outlet

On the rare occasion that there are no open or close Service Events or associated Client records recorded against an outlet for an entire reporting period, no Service Event or Client records will be reported.

However, a submission is still required for the reporting period containing only submission instance headers. This is required to ensure the department has an accurate record of file submission compliance. See Figure 19 below.

**Figure 19: Example XML where no open or closed Service Event or associated Client records are reported for March reporting period**

<submission>

<submission\_instance>

 <reporting\_period>032017</reporting\_period>

 <outlet\_code>123456789</outlet\_code>

 <extract\_date>140120182359</extract\_date>

 <!--No Client or Service Event data required if not activity for the Reporting period-->

</submission\_instance>

</submission>

### Amendment Actions

The following section describes the amendment compilation scenarios and includes sample XML code fragments.

Note - For all submissions, details must be an accurate reflection of the service’s understanding at time of Service Event End Date for closed Service Events or at the end of the reporting period for open Service Events.

#### Update Action - Service Event record needs amending for previous reporting period, Client record is correct

A closed Service Event and associated Client record was submitted to the department for the February 2017 reporting period. In March 2017 it was discovered that some of the Service Event information submitted for February 2017 was wrong and needs to be amended. The associated Client record is correct.

* Two submission instances should be included in the file for March 2017 (submitted in April 2017)
* The first submission instance will contain the March 2017 (current period) data, with the action code of “I”.
* Any Service Events and associated Client records that were open during March 2017 can be amended via this Insert Action.
* The March 2017 submission will not include information about the Service Event that closed in February 2017.
* In the second submission instance, the reporting period should be set to February 2017 (the previous period).
* A Service Event record should be submitted within the second submission instance with the action code of “U”. All child elements should be submitted regardless of whether they need to be updated or not.
* The Service Event record that was closed and submitted in February 2017 will be corrected via this Update Action.
* The Client record associated with the Updated Service Event record must also be submitted the action code of “U”.

Note, if the Service Event had been open for many months and submitted in multiple Reporting Periods the Update Action need only be submitted once for the Reporting Period during which the Service Event was closed.

Figure 20: Example XML fragment, existing Service Event amendment from previous period

*Example submission fragment*

<submission>

<submission\_instance>

<!--submission instance for current reporting period-->

 <reporting\_period>032017</reporting\_period>

 <outlet\_code>123010001</outlet\_code>

 <extract\_date>090420172359</extract\_date>

 <client>

 <action>I</action>

 <outlet\_client\_id>4567890123</outlet\_client\_id>

 <content>...</content>

 </client>

 <service\_event>

<action>I</action>

 <outlet\_service\_event\_id>9876543210</outlet\_service\_event\_id>

<content>...</content>

</service\_event>

<service\_event>

<action>I</action>

 <outlet\_service\_event\_id>9876543212</outlet\_service\_event\_id>

<content>...</content>

</service\_event>

</submission\_instance>

<!--submission instance with an amendment to outlet\_service\_event\_id ‘1234567890’ for the reporting period February 2017. Note, associated Client record must also be submitted-->

<submission\_instance>

 <reporting\_period>022017</reporting\_period>

 <outlet\_code>123010001</outlet\_code>

 <extract\_date>090420172359</extract\_date>

 <client>

 <action>U</action>

 <outlet\_client\_id>8527419630</outlet\_client\_id>

 <content>...</content>

 </client>

 <service\_event>

<action>U</action>

 <outlet\_service\_event\_id>1234567890</outlet\_service\_event\_id>

<content>...</content>

</service\_event>

</submission\_instance>

</submission>

#### Update Action - Client record needs amending for previous reporting period, Service Event record is correct

A closed Service Event and associated Client record was submitted to the department for the February 2017 reporting period. In March 2017, it was discovered that some of the Client information submitted for February 2017 was entered incorrectly and needs to be amended.

* Two submission instances should be included in the file for March 2017 (submitted in April 2017)
* The first submission instance will contain the March 2017 (current period) data, with the action code of “I”.
* Any Service Events and associated with Service Events that were open during March 2017 can be amended via this Insert Action.
* The March 2017 submission will not include information about the Service Event that closed in February 2017.
* In the second submission instance, the reporting period should be set to February 2017 (the previous period)
* A Client record should be submitted within the second submission instance with the action code of “U”. All child elements should be submitted regardless of whether they need to be updated or not.
* The Client record associated with the Service Event that was closed and submitted in February 2017 will be corrected via this Update Action
* The Service Event record associated with the Updated Client record must also be submitted the action code of “U”.

Note, if the Service Event associated with the Client record had been open for many months and submitted in multiple Reporting Periods the Update Action need only be submitted once for the Reporting Period during which the Service Event was closed.

Figure 21: Example XML fragment, client record amendment to previous period

*Example submission fragment*

<submission>

<submission\_instance>

<!--submission instance for current reporting period-->

 <reporting\_period>032017</reporting\_period>

 <outlet\_code>123010001</outlet\_code>

 <extract\_date>090420172359</extract\_date>

 <client>

 <action>I</action>

 <outlet\_client\_id>4567890123</outlet\_client\_id>

 <content>...</content>

 </client>

 <service\_event>

<action>I</action>

 <outlet\_service\_event\_id>9876543210</outlet\_service\_event\_id>

<content>...</content>

</service\_event>

<service\_event>

<action>I</action>

 <outlet\_service\_event\_id>9876543212</outlet\_service\_event\_id>

<content>...</content>

</service\_event>

</submission\_instance>

<!--submission instance with an amendment to outlet\_client\_id to ‘1234567890’ for the reporting period February 2017. Note, associated Service Event record must also be submitted-->

<submission\_instance>

 <reporting\_period>022017</reporting\_period>

 <outlet\_code>123010001</outlet\_code>

 <extract\_date>090420172359</extract\_date>

 <client>

 <action>U</action>

 <outlet\_client\_id>1234567890</outlet\_client\_id>

 <content>...</content>

 </client>

 <service\_event>

<action>U</action>

 <outlet\_service\_event\_id>7539519631</outlet\_service\_event\_id>

<content>...</content>

</service\_event>

</submission\_instance>

</submission>

See Section 5.5.3.2 for further use cases and XML code fragments regarding the Update Action.

#### Delete Action – Service Event record needs deletion from previous reporting period

A closed Service Event and associated Client record was submitted to the department for the February 2017 reporting period. In March 2017, it was discovered that the Service Event record was submitted in error and should not have been submitted.

* Two submission instances should be included in the file for March 2017 (submitted in April 2017)
* The first submission instance will contain the March 2017 (current period) data, with the action code of “I”.
* In the second submission instance, the reporting period should be set to February 2017 (the previous period)
* A Service Event record should be submitted within the second submission instance with the action code of “D” to delete the closed Service Event that was submitted in error. The content element and all child elements should not be included.
* If the Client associated with the deleted Service Event is not associated with any other Service Events, then the Client record must also be deleted.

Note, the Delete Action should primarily be used for Service Event records. Delete Actions for Client records can only be used when all Service Events associated with a Client are also being deleted.

If the closed Service Event being deleted had been open for many months and submitted in multiple Reporting Periods the Delete Action need only be submitted once for the Reporting Period during which the Service Event was closed.

For open Service Events that have been submitted in previous reporting periods, the Delete Action only needs to be applied to the Service Event record being submitted in the current reporting period. Earlier iterations of the Service Event submitted in previous reporting periods do not need to be deleted. The Action applied to be the most recent submitted version of the record will always take precedence over previously submitted versions of the record.

The Delete action is the only scenario where the full Client/Service Event record is not required. The only information that should be included is that which allows the record to be identified. This is the reporting period and the outlet client identifier. None of the content client child elements are required.

Figure 22: Example element within the Service Event record



Figure 23: Example XML fragment, Service Event record deletion from previous period

*Example submission fragment*

<submission>

<submission\_instance>

<!--submission instance for current reporting period-->

 <reporting\_period>032017</reporting\_period>

 <outlet\_code>123010001</outlet\_code>

 <extract\_date>090420172359</extract\_date>

 <client>

 <action>I</action>

 <outlet\_client\_id>4567890123</outlet\_client\_id>

 <content>...</content>

 </client>

 <service\_event>

<action>I</action>

 <outlet\_service\_event\_id>9876543210</outlet\_service\_event\_id>

<content>...</content>

</service\_event>

<service\_event>

<action>I</action>

 <outlet\_service\_event\_id>9876543212</outlet\_service\_event\_id>

<content>...</content>

</service\_event>

</submission\_instance>

<!--Submission instance with a Delete Action for outlet\_service\_event\_id ‘1234567890’ for the reporting period February 2017-->

<submission\_instance>

 <reporting\_period>022017</reporting\_period>

 <outlet\_code>123010001</outlet\_code>

 <extract\_date>090520172359</extract\_date>

<service\_event>

 <action>D</action>

 <outlet\_service\_event\_id>1234567890</outlet\_service\_event\_id>

 <content>...</content>

</service\_event>

</submission\_instance>

<!--If no other Service Events are linked to the Client associated with outlet\_service\_event\_id ‘1234567890’ then the Client record must also be Deleted-->

</submission>

See Section 5.5.3.4 for further use cases and XML code fragments regarding the Delete Action.

#### Delete Action – Client record needs deletion from previous reporting period

*Note - Delete Actions against Client records should be used with caution. The deletion of a Client record must only be used when all current and historical Service Event records associated with the Client are also being deleted.*

A closed Service Event and associated Client record was submitted to the department for the February 2017 reporting period. In March 2017, it was discovered that the Client record was submitted in error and should not have been submitted.

* Two submission instances should be included in the file for March 2017 (submitted in April 2017)
* The first submission instance will contain the March 2017 (current period) data, with the action code of “I”.
* In the second submission instance, the reporting period should be set to February 2017 (the previous period)
* A Client record should be submitted within the second submission instance with the action code of “D”. The content element and all child elements should not be included.
* All Service Event records associated with the Client must also be deleted

Note: The Delete Action is the only scenario where the full Service Event record is not required. The only information that should be included is that which allows the record to be identified. This is the reporting period and the outlet Service Event identifier. None of the content child elements are required.

Figure 24: Example element within the Client record



Figure 25: Example XML fragment, existing Service Event deletion from previous period

*Example submission fragment*

<submission\_instance>

<!--Submission instance for current reporting period-->

 <reporting\_period>032017</reporting\_period>

 <outlet\_code>123010001</outlet\_code>

 <extract\_date>090420172359</extract\_date>

 <client>

 <action>I</action>

 <outlet\_client\_id>4567890123</outlet\_client\_id>

 <content>...</content>

 </client>

 <service\_event>

<action>I</action>

 <outlet\_service\_event\_id>9876543210</outlet\_service\_event\_id>

<content>...</content>

</service\_event>

<service\_event>

<action>I</action>

 <outlet\_service\_event\_id>9876543212</outlet\_service\_event\_id>

<content>...</content>

</service\_event>

</submission\_instance>

<!--Submission instance with a Delete Action for outlet\_client\_id ‘’ for the reporting period February 2017-->

<submission\_instance>

 <reporting\_period>022017</reporting\_period>

 <outlet\_code>123010001</outlet\_code>

 <extract\_date>090520172359</extract\_date>

<client>

 <action>D</action>

 <outlet\_client\_id>1234567890</outlet\_client\_id>

 </client>

<!--All Service Events associated with outlet\_client\_id ‘1234567890’ must also be deleted-->

 <service\_event>

<action>D</action>

 <outlet\_service\_event\_id>1597324680</outlet\_service\_event\_id>

</service\_event>

</submission\_instance>

See Section 5.5.3.4 for further use cases and XML code fragments regarding the Delete Action.

### Client journey submission examples

The following section describes more detailed client journey use cases, including example XML code fragments, to further assist with clarifying the Insert, Update and Delete Actions. These expand on the basic business rules described in section 5.5.1.

#### Insert Action - Client journey with no required amendments

Client, Don Draper, is screened and following an intake presentation on 20/03/2017, is referred for a comprehensive assessment. Bridging support is offered between 22/03/2017 and 28/03/2017 which is between intake and comprehensive assessment. Comprehensive assessment commences on 29/03/2017 and is completed on 03/04/2017. Following Comprehensive Assessment, the client is referred to the services Non-Residential Withdrawal program, where non-residential withdrawal commences on 04/04/2017, over four sessions until 15/04/17. Following the Non-Residential withdrawal, the client receives counselling from 20/04/2017 – 15/05/2017 (see Figure 26 below).

Note that in this instance only Insert Actions are required. Where a Service Event spans across multiple reporting periods, activity for that Service Event is carried forward until it is closed, so activity within a previous reporting period is resubmitted in the following reporting period for that Service Event.

Figure 26: Example of Don Draper’s service history



Figure 27 is indicative of what is reported for the above client for the May reporting period.

Figure 27: Example XML for May reporting month

*Example submission fragment*

<submission\_instance>

 <reporting\_period>052017</reporting\_period>

 <outlet\_code>123456789</outlet\_code>

 <extract\_date>070620172359</extract\_date>

 <!--Client record for the May 2017 Reporting period-->

 <client>

 <action>I</action>

 <outlet\_client\_id>9876543210</outlet\_client\_id>

 <content>

 <acquired\_brain\_injury>2</acquired\_brain\_injury>

 <country\_of\_birth>1101</country\_of\_birth>

 <date\_first\_registered>19032017</date\_first\_registered>

 <date\_of\_birth>24051993</date\_of\_birth>

 <dob\_accuracy\_ind>AAA</dob\_accuracy\_ind>

 <gender\_identity>1</gender\_identity>

 <ihi>9</ihi>

 <lgb\_flag>2</lgb\_flag>

 <locality\_name>Shepparton</locality\_name>

 <maltreatment\_code>0</maltreatment\_code>

 <maltreatment\_perpetrator>9</maltreatment\_perpetrator>

 <medicare\_number>9</medicare\_number>

 <mental\_health\_diagnosis>0</mental\_health\_diagnosis>

 <need\_for\_interpreter>2</need\_for\_interpreter>

 <postcode>3630</postcode>

 <preferred\_language>1200</preferred\_language>

 <refugee\_status>2</refugee\_status>

 <sex\_at\_birth>1</sex\_at\_birth>

 <slk>RAEON240519931</slk>

 <dependant>...</dependant>

 </content>

 </client>

 <!--Counselling Service Event-->

 <service\_event>

 <action>I</action>

 <outlet\_service\_event\_id>4567891230</outlet\_service\_event\_id>

 <content>

 <assessment\_completed\_date>03042017</assessment\_completed\_date>

 <course\_length>1</course\_length>

 <did\_not\_attend>99</did\_not\_attend>

 <end\_date>15052017</end\_date>

 <End\_reason>2</End\_reason>

 <event\_type>3</event\_type>

 <forensic\_type>0</forensic\_type>

 <funding\_source>100</funding\_source>

 <Indigenous\_status>4</Indigenous\_status>

 <mascot\_score>2</mascot\_score>

 <outlet\_client\_id>9876543210</outlet\_client\_id>

 <percent\_course\_completed>4</percent\_course\_completed>

 <presenting\_drug\_concern>2101</presenting\_drug\_concern>

 <service\_delivery\_setting>1</service\_delivery\_setting>

 <service\_stream>20</service\_stream>

 <significant\_goal\_achieved>1</significant\_goal\_achieved>

 <start\_date>20042017</start\_date>

 <target\_population>9</target\_population>

 <tier>2</tier>

 <contact>...</contact>

 <referral>...</referral>

 <outcome\_measure>...</outcome\_measure>

 </content>

 </service\_event>

</submission\_instance>

#### Update Action - Client journey with data entry error

This example is based on the client journey detailed 5.2.2.1. However, on 20/05 it is discovered that Don Draper has an Acquired Brain Injury according to radiology results received on 02/04/17. Unfortunately, the CMS was not changed to indicate the presence of an ABI at that time. The ABI field on the CMS was subsequently updated on 20/05.

Service Event and Client records should be an accurate reflection of the service’s understanding at time of Service Event end date for closed Service Events or at the end of the reporting period for open Service Events. Since the service provider has been treating the client as if they had an ABI since 02/04/17, the Client record associated with the closed Comprehensive Assessment and Non-Residential Withdrawal Service Events should be amended via Updates and the Client record associated with the open Counselling Service Event amended via an Insert in the June 2017 VADC submission.

The Bridging Support and Intake presentations do not require an Update to correct the ABI record, as at the time, the service was not aware of the client’s ABI status.

Figure 28: Example of Don Draper’s service history, including dates when ABI notification was received and miscoding discovered.



Figure 29: Example XML for May reporting month, including miscoding corrections

*Example submission fragment*

<submission\_instance>

 <reporting\_period>052017</reporting\_period>

 <outlet\_code>123456789</outlet\_code>

 <extract\_date>070620172359</extract\_date>

 <!--Client record for the May 2017 Reporting period-->

 <client>

 <action>I</action>

 <outlet\_client\_id>9876543210</outlet\_client\_id>

 <content>

 <!--ABI status amended via Insert Action-->

 <acquired\_brain\_injury>1</acquired\_brain\_injury>

 <country\_of\_birth>1101</country\_of\_birth>

 <date\_first\_registered>19032017</date\_first\_registered>

 <date\_of\_birth>24051993</date\_of\_birth>

 <dob\_accuracy\_ind>AAA</dob\_accuracy\_ind>

 <gender\_identity>1</gender\_identity>

 <ihi>9</ihi>

 <lgb\_flag>2</lgb\_flag>

 <locality\_name>Shepparton</locality\_name>

 <maltreatment\_code>0</maltreatment\_code>

 <maltreatment\_perpetrator>9</maltreatment\_perpetrator>

 <medicare\_number>9</medicare\_number>

 <mental\_health\_diagnosis>0</mental\_health\_diagnosis>

 <need\_for\_interpreter>2</need\_for\_interpreter>

 <postcode>3630</postcode>

 <preferred\_language>1200</preferred\_language>

 <refugee\_status>2</refugee\_status>

 <sex\_at\_birth>1</sex\_at\_birth>

 <slk>RAEON240519931</slk>

 <dependant>...</dependant>

 </content>

 </client>

 <!--Counselling Service Event-->

 <service\_event>

 <action>I</action>

 <outlet\_service\_event\_id>4567891230</outlet\_service\_event\_id>

 <content>

 <assessment\_completed\_date>03042017</assessment\_completed\_date>

 <course\_length>1</course\_length>

 <did\_not\_attend>99</did\_not\_attend>

 <end\_date>15052017</end\_date>

 <end\_reason>2</end\_reason>

 <event\_type>3</event\_type>

 <forensic\_type>0</forensic\_type>

 <funding\_source>100</funding\_source>

 <Indigenous\_status>4</Indigenous\_status>

 <mascot\_score>2</mascot\_score>

 <outlet\_client\_id>9876543210</outlet\_client\_id>

 <percent\_course\_completed>4</percent\_course\_completed>

 <presenting\_drug\_concern>2101</presenting\_drug\_concern>

 <service\_delivery\_setting>1</service\_delivery\_setting>

 <service\_stream>20</service\_stream>

 <significant\_goal\_achieved>8</significant\_goal\_achieved>

 <start\_date>20042017</start\_date>

 <target\_population>9</target\_population>

 <tier>2</tier>

 <contact>...</contact>

 <referral>...</referral>

 <outcome\_measure>...</outcome\_measure>

 </content>

 </service\_event>

</submission\_instance>

 <!—Submission instance for the April 2017 Reporting period-->

<submission\_instance>

 <reporting\_period>042017</reporting\_period>

 <outlet\_code>123456789</outlet\_code>

 <extract\_date>070620172359</extract\_date>

 <!--Client record for the April 2017 Reporting period-->

 <client>

 <action>U</action>

 <outlet\_client\_id>9876543210</outlet\_client\_id>

 <content>

 <!--ABI status amended via Update Action-->

 <acquired\_brain\_injury>1</acquired\_brain\_injury>

 <country\_of\_birth>1101</country\_of\_birth>

 <date\_first\_registered>19032017</date\_first\_registered>

 <date\_of\_birth>24051993</date\_of\_birth>

 <dob\_accuracy\_ind>AAA</dob\_accuracy\_ind>

 <gender\_identity>1</gender\_identity>

 <ihi>9</ihi>

 <lgb\_flag>2</lgb\_flag>

 <locality\_name>Shepparton</locality\_name>

 <maltreatment\_code>0</maltreatment\_code>

 <maltreatment\_perpetrator>9</maltreatment\_perpetrator>

 <medicare\_number>9</medicare\_number>

 <mental\_health\_diagnosis>0</mental\_health\_diagnosis>

 <need\_for\_interpreter>2</need\_for\_interpreter>

 <postcode>3630</postcode>

 <preferred\_language>1200</preferred\_language>

 <refugee\_status>2</refugee\_status>

 <sex\_at\_birth>1</sex\_at\_birth>

 <slk>RAEON240519931</slk>

 <dependant>...</dependant>

 </content>

 </client>

 <service\_event>

 <action>U</action>

 <!--Comprehensive Assessment Service Event content -->

 <service\_event>

 <action>U</action>

 <outlet\_service\_event\_id>7894561230</outlet\_service\_event\_id>

 <content>

 <assessment\_completed\_date>03042017</assessment\_completed\_date>

 <course\_length>1</course\_length>

 <did\_not\_attend>99</did\_not\_attend>

 <end\_date>03042017</end\_date>

 <end\_reason>2</end\_reason>

 <event\_type>2</event\_type>

 <forensic\_type>0</forensic\_type>

 <funding\_source>100</funding\_source>

 <Indigenous\_status>4</Indigenous\_status>

 <mascot\_score>2</mascot\_score>

 <outlet\_client\_id>9876543210</outlet\_client\_id>

 <percent\_course\_completed>4</percent\_course\_completed>

 <presenting\_drug\_concern>2101</presenting\_drug\_concern>

 <service\_delivery\_setting>1</service\_delivery\_setting>

 <service\_stream>71</service\_stream>

 <significant\_goal\_achieved>8</significant\_goal\_achieved>

 <start\_date>29032017</start\_date>

 <target\_population>9</target\_population>

 <tier>2</tier>

 <contact>...</contact>

 <referral>...</referral>

 <outcome\_measure>...</outcome\_measure>

 </content>

 </service\_event>

 <!--Non-Residential Withdrawal Service Event content -->

 <service\_event>

 <action>U</action>

 <outlet\_service\_event\_id>7894561231</outlet\_service\_event\_id>

 <content>

 <assessment\_completed\_date>03042017</assessment\_completed\_date>

 <course\_length>1</course\_length>

 <did\_not\_attend>99</did\_not\_attend>

 <end\_date>15042017</end\_date>

 <End\_reason>2</End\_reason>

 <event\_type>3</event\_type>

 <forensic\_type>0</forensic\_type>

 <funding\_source>100</funding\_source>

 <Indigenous\_status>4</Indigenous\_status>

 <mascot\_score>2</mascot\_score>

 <outlet\_client\_id>9876543210</outlet\_client\_id>

 <percent\_course\_completed>4</percent\_course\_completed>

 <presenting\_drug\_concern>2101</presenting\_drug\_concern>

 <service\_delivery\_setting>1</service\_delivery\_setting>

 <service\_stream>11</service\_stream>

 <significant\_goal\_achieved>8</significant\_goal\_achieved>

 <start\_date>20042017</start\_date>

 <target\_population>9</target\_population>

 <tier>2</tier>

 <contact>...</contact>

 <referral>...</referral>

 <outcome\_measure>...</outcome\_measure>

 </content>

 </service\_event>

Note, the Service Event and Client records submitted for the March 2017 reporting period associated with the Open Comprehensive Assessment Service Event **does not need to be Updated** as this record will be overwritten by the Update provided for the April 2017 submission when the Service Event was closed.

#### Update Action - Client journey Service Event recorded against wrong client

This example is based on the client journey detailed in 5.5.3.1. However, on 18 April 2017 (i.e. after the VADC submission on 15 April 2017) the VADC data submission officer discovered that the Comprehensive Assessment Service Event has been recorded against the wrong client. Don’s client record (Client A) was correctly linked to the Intake and Bridging Support Service Events. However, another valid client record (Client B) was linked to the Comprehensive Assessment Service Event.

To correct the error, the 15 May 2017 submission should include Insert Actions for the Client A record and a replacement Comprehensive Assessment Service Event for the April 2017 reporting period. A Delete Action is to be submitted for the Comprehensive Assessment Service Event for the March reporting period to de-link this Service Event from Client B.

Figure 30: Example of Don Draper’s service history, including deletion of duplicate client history



Figure 31: Example XML for March reporting month, includes wrong client for Comprehensive Service Event record

<submission>

<submission\_instance>

 <!--Submission for March reporting period-->

 <reporting\_period>032017</reporting\_period>

 <outlet\_code>123456789</outlet\_code>

 <extract\_date>070420172359</extract\_date>

 <client>

 <action>I</action>

 <!--Correct client record (Client A record)-->

 <outlet\_client\_id>9876543210</outlet\_client\_id>

 <content>

 <acquired\_brain\_injury>2</acquired\_brain\_injury>

 <country\_of\_birth>1101</country\_of\_birth>

 <date\_first\_registered>19032017</date\_first\_registered>

 <date\_of\_birth>24051993</date\_of\_birth>

 <dob\_accuracy\_ind>AAA</dob\_accuracy\_ind>

 <gender\_identity>1</gender\_identity>

 <ihi>9</ihi>

 <lgb\_flag>2</lgb\_flag>

 <locality\_name>Shepparton</locality\_name>

 <maltreatment\_code>0</maltreatment\_code>

 <maltreatment\_perpetrator>9</maltreatment\_perpetrator>

 <medicare\_number>9</medicare\_number>

 <mental\_health\_diagnosis>0</mental\_health\_diagnosis>

 <need\_for\_interpreter>2</need\_for\_interpreter>

 <postcode>3630</postcode>

 <preferred\_language>1200</preferred\_language>

 <refugee\_status>2</refugee\_status>

 <sex\_at\_birth>1</sex\_at\_birth>

 <slk>RAEON240519931</slk>

 <dependant>...</dependant>

 </content>

 </client>

 <service\_event>

 <action>I</action>

 <!--Intake Service Event-->

 <outlet\_service\_event\_id>1597531239</outlet\_service\_event\_id>

 <content>

 <assessment\_completed\_date>01011900</assessment\_completed\_date>

 <course\_length>8</course\_length>

 <did\_not\_attend>99</did\_not\_attend>

 <end\_date>20032017</end\_date>

 <End\_reason>2</End\_reason>

 <event\_type>1</event\_type>

 <forensic\_type>0</forensic\_type>

 <funding\_source>100</funding\_source>

 <Indigenous\_status>4</Indigenous\_status>

 <mascot\_score>9</mascot\_score>

 <outlet\_client\_id>9876543210</outlet\_client\_id>

 <percent\_course\_completed>4</percent\_course\_completed>

 <presenting\_drug\_concern>2101</presenting\_drug\_concern>

 <service\_delivery\_setting>8</service\_delivery\_setting>

 <service\_stream>80</service\_stream>

 <significant\_goal\_achieved>8</significant\_goal\_achieved>

 <start\_date>20030217</start\_date>

 <target\_population>9</target\_population>

 <tier>8</tier>

 <contact>...</contact>

 <referral>...</referral>

 <outcome\_measure>...</outcome\_measure>

 </content>

 </service\_event>

 <service\_event>

 <action>I</action>

 <!--Bridging Support Service Event-->

 <outlet\_service\_event\_id>1597531240</outlet\_service\_event\_id>

 <content>

 <assessment\_completed\_date>01011900</assessment\_completed\_date>

 <course\_length>8</course\_length>

 <did\_not\_attend>99</did\_not\_attend>

 <end\_date>28032017</end\_date>

 <End\_reason>2</End\_reason>

 <event\_type>4</event\_type>

 <forensic\_type>0</forensic\_type>

 <funding\_source>100</funding\_source>

 <Indigenous\_status>4</Indigenous\_status>

 <mascot\_score>9</mascot\_score>

 <outlet\_client\_id>9876543210</outlet\_client\_id>

 <percent\_course\_completed>4</percent\_course\_completed>

 <presenting\_drug\_concern>2101</presenting\_drug\_concern>

 <service\_delivery\_setting>3</service\_delivery\_setting>

 <service\_stream>52</service\_stream>

 <significant\_goal\_achieved>8</significant\_goal\_achieved>

 <start\_date>22030217</start\_date>

 <target\_population>9</target\_population>

 <tier>8</tier>

 <contact>...</contact>

 <referral>...</referral>

 <outcome\_measure>...</outcome\_measure>

 </content>

 </service\_event>

 <client>

 <action>I</action>

 <!--Incorrect client record (Client B record)-->

 <outlet\_client\_id>9996764431</outlet\_client\_id>

 <content>

 <acquired\_brain\_injury>2</acquired\_brain\_injury>

 <country\_of\_birth>1101</country\_of\_birth>

 <date\_first\_registered>20032017</date\_first\_registered>

 <date\_of\_birth>24051993</date\_of\_birth>

 <dob\_accuracy\_ind>AAA</dob\_accuracy\_ind>

 <gender\_identity>1</gender\_identity>

 <ihi>9</ihi>

 <lgb\_flag>2</lgb\_flag>

 <locality\_name>Shepparton</locality\_name>

 <maltreatment\_code>0</maltreatment\_code>

 <maltreatment\_perpetrator>9</maltreatment\_perpetrator>

 <medicare\_number>9</medicare\_number>

 <mental\_health\_diagnosis>0</mental\_health\_diagnosis>

 <need\_for\_interpreter>2</need\_for\_interpreter>

 <postcode>3630</postcode>

 <preferred\_language>1200</preferred\_language>

 <refugee\_status>2</refugee\_status>

 <sex\_at\_birth>1</sex\_at\_birth>

 <slk>RAEON240519931</slk>

 <dependant>...</dependant>

 </content>

 </client>

 <service\_event>

 <action>I</action>

 <!—Open Comprehensive Assessment Service Event linked to wrong client-->

 <outlet\_service\_event\_id>3216549870</outlet\_service\_event\_id>

 <content>

 <assessment\_completed\_date>01011900</assessment\_completed\_date>

 <course\_length>1</course\_length>

 <did\_not\_attend>99</did\_not\_attend>

 <end\_date></end\_date>

 <End\_reason></End\_reason>

 <event\_type>2</event\_type>

 <forensic\_type>0</forensic\_type>

 <funding\_source>100</funding\_source>

 <Indigenous\_status>4</Indigenous\_status>

 <mascot\_score>9</mascot\_score>

 <outlet\_client\_id>9996764431</outlet\_client\_id>

 <percent\_course\_completed>9</percent\_course\_completed>

 <presenting\_drug\_concern>2101</presenting\_drug\_concern>

 <service\_delivery\_setting>1</service\_delivery\_setting>

 <service\_stream>71</service\_stream>

 <significant\_goal\_achieved>8</significant\_goal\_achieved>

 <start\_date>29032017</start\_date>

 <target\_population>9</target\_population>

 <tier>8</tier>

 <contact>...</contact>

 <referral>...</referral>

 <outcome\_measure>...</outcome\_measure>

 </content>

 </service\_event>

</submission\_instance>

</submission>

Figure 32: Example XML for April reporting month, includes deletion and replacement Comprehensive Service Event record

<submission>

<submission\_instance>

 <!--Submission for April reporting period-->

 <reporting\_period>042017</reporting\_period>

 <outlet\_code>123456789</outlet\_code>

 <extract\_date>070520172359</extract\_date>

 <client>

 <action>I</action>

 <!--Correct client record (Client A record)-->

 <outlet\_client\_id>9876543210</outlet\_client\_id>

 <content>

 <acquired\_brain\_injury>2</acquired\_brain\_injury>

 <country\_of\_birth>1101</country\_of\_birth>

 <date\_first\_registered>19032017</date\_first\_registered>

 <date\_of\_birth>24051993</date\_of\_birth>

 <dob\_accuracy\_ind>AAA</dob\_accuracy\_ind>

 <gender\_identity>1</gender\_identity>

 <ihi>9</ihi>

 <lgb\_flag>2</lgb\_flag>

 <locality\_name>Shepparton</locality\_name>

 <maltreatment\_code>0</maltreatment\_code>

 <maltreatment\_perpetrator>9</maltreatment\_perpetrator>

 <medicare\_number>9</medicare\_number>

 <mental\_health\_diagnosis>0</mental\_health\_diagnosis>

 <need\_for\_interpreter>2</need\_for\_interpreter>

 <postcode>3630</postcode>

 <preferred\_language>1200</preferred\_language>

 <refugee\_status>2</refugee\_status>

 <sex\_at\_birth>1</sex\_at\_birth>

 <slk>RAEON240519931</slk>

 <dependant>...</dependant>

 </content>

 </client>

 <service\_event>

 <action>I</action>

 <!--Insert to replace Comprehensive Assessment Service Event-->

 <outlet\_service\_event\_id>3216549871</outlet\_service\_event\_id> <content>

 <assessment\_completed\_date>01011900</assessment\_completed\_date>

 <course\_length>1</course\_length>

 <did\_not\_attend>99</did\_not\_attend>

 <end\_date>03042017</end\_date>

 <End\_reason>2</End\_reason>

 <event\_type>2</event\_type>

 <forensic\_type>0</forensic\_type>

 <funding\_source>100</funding\_source>

 <Indigenous\_status>4</Indigenous\_status>

 <mascot\_score>2</mascot\_score>

 <outlet\_client\_id>9876543210</outlet\_client\_id>

 <percent\_course\_completed>4</percent\_course\_completed>

 <presenting\_drug\_concern>2101</presenting\_drug\_concern>

 <service\_delivery\_setting>1</service\_delivery\_setting>

 <service\_stream>71</service\_stream>

 <significant\_goal\_achieved>8</significant\_goal\_achieved>

 <start\_date>29032017</start\_date>

 <target\_population>9</target\_population>

 <tier>3</tier>

 <contact>...</contact>

 <referral>...</referral>

 <outcome\_measure>...</outcome\_measure>

 </content>

 </service\_event>

 <service\_event>

 <action>I</action>

 <!--Non-Residential Withdrawal Service Event-->

 <outlet\_service\_event\_id>1597531241</outlet\_service\_event\_id> <content>

 <assessment\_completed\_date>03042017</assessment\_completed\_date>

 <course\_length>1</course\_length>

 <did\_not\_attend>99</did\_not\_attend>

 <end\_date>15042017</end\_date>

 <End\_reason>2</End\_reason>

 <event\_type>3</event\_type>

 <forensic\_type>0</forensic\_type>

 <funding\_source>100</funding\_source>

 <Indigenous\_status>4</Indigenous\_status>

 <mascot\_score>2</mascot\_score>

 <outlet\_client\_id>9876543210</outlet\_client\_id>

 <percent\_course\_completed>4</percent\_course\_completed>

 <presenting\_drug\_concern>2101</presenting\_drug\_concern>

 <service\_delivery\_setting>1</service\_delivery\_setting>

 <service\_stream>11</service\_stream>

 <significant\_goal\_achieved>1</significant\_goal\_achieved>

 <start\_date>04042017</start\_date>

 <target\_population>9</target\_population>

 <tier>3</tier>

 <contact>...</contact>

 <referral>...</referral>

 <outcome\_measure>...</outcome\_measure>

 </content>

 </service\_event>

 <service\_event>

 <action>I</action>

 <!--Open Counselling Service Event-->

 <outlet\_service\_event\_id>4567891230</outlet\_service\_event\_id> <content>

 <assessment\_completed\_date>03042017</assessment\_completed\_date>

 <course\_length>1</course\_length>

 <did\_not\_attend>99</did\_not\_attend>

 <end\_date></end\_date>

 <End\_reason></End\_reason>

 <event\_type>3</event\_type>

 <forensic\_type>0</forensic\_type>

 <funding\_source>100</funding\_source>

 <Indigenous\_status>4</Indigenous\_status>

 <mascot\_score>2</mascot\_score>

 <outlet\_client\_id>9876543210</outlet\_client\_id>

 <percent\_course\_completed>4</percent\_course\_completed>

 <presenting\_drug\_concern>2101</presenting\_drug\_concern>

 <service\_delivery\_setting>1</service\_delivery\_setting>

 <service\_stream>20</service\_stream>

 <significant\_goal\_achieved>9</significant\_goal\_achieved>

 <start\_date>20042017</start\_date>

 <target\_population>9</target\_population>

 <tier>9</tier>

 <contact>...</contact>

 <referral>...</referral>

 <outcome\_measure>...</outcome\_measure>

 </content>

 </service\_event>

</submission\_instance>

<submission\_instance>

 <!--March reporting period records to be Deleted-->

 <reporting\_period>032017</reporting\_period>

 <outlet\_code>123456789</outlet\_code>

 <extract\_date>070520172359</extract\_date>

 <service\_event>

 <action>D</action>

 <!--Delete linked Comprehensive Assessment Service Event)-->

 <outlet\_service\_event\_id>3216549870</outlet\_service\_event\_id> </service\_event>

</submission\_instance>

</submission>

#### Delete Action - Client journey with duplicate registration in client CMS

This example is based on the client journey detailed 5.5.3.1. However, on 18 April 2017 (i.e. after the VADC submission on 15 April 2017) the VADC data submission officer discovered that Don Draper has mistakenly been registered on the CMS system twice. One client record (Client A) was linked to the Intake and Bridging Support Service Events, and the other client record (Client B) was linked to the Comprehensive Assessment Service Event. The Client B record is not associated with any other Service Events other than the Comprehensive Assessment Service Event.

To correct the error, the 15 May 2017 VADC submission should include Delete Actions for the Client B record and associated open Comprehensive Assessment Service Event for the March 2017 reporting period to remove the incorrect records. In addition, Insert Actions for Client A and associated closed Comprehensive Assessment Service Event for the April 2017 reporting period should be included to replace the deleted records.

Note, Deletion of clients should only be performed when there are no other Service Event records associated with the client record being deleted.

Figure 33: Example of Don Draper’s service history, including deletion of duplicate client history



Figure 34: Example XML for April reporting month, deletion of duplicate client record

<submission>

<submission\_instance>

 <!--Submission for April reporting period-->

 <reporting\_period>042017</reporting\_period>

 <outlet\_code>123456789</outlet\_code>

 <extract\_date>070520172359</extract\_date>

 <client>

 <action>I</action>

 <!--Correct client record (Client A record)-->

 <outlet\_client\_id>9876543210</outlet\_client\_id>

 <content>

 <acquired\_brain\_injury>2</acquired\_brain\_injury>

 <country\_of\_birth>1101</country\_of\_birth>

 <date\_first\_registered>19032017</date\_first\_registered>

 <date\_of\_birth>24051993</date\_of\_birth>

 <dob\_accuracy\_ind>AAA</dob\_accuracy\_ind>

 <gender\_identity>1</gender\_identity>

 <ihi>9</ihi>

 <lgb\_flag>2</lgb\_flag>

 <locality\_name>Shepparton</locality\_name>

 <maltreatment\_code>0</maltreatment\_code>

 <maltreatment\_perpetrator>9</maltreatment\_perpetrator>

 <medicare\_number>9</medicare\_number>

 <mental\_health\_diagnosis>0</mental\_health\_diagnosis>

 <need\_for\_interpreter>2</need\_for\_interpreter>

 <postcode>3630</postcode>

 <preferred\_language>1200</preferred\_language>

 <refugee\_status>2</refugee\_status>

 <sex\_at\_birth>1</sex\_at\_birth>

 <slk>RAEON240519931</slk>

 <dependant>...</dependant>

 </content>

 </client>

 <service\_event>

 <action>I</action>

 <!--Insert to replace Comprehensive Assessment Service Event-->

 <outlet\_service\_event\_id>3216549871</outlet\_service\_event\_id> <content>

 <assessment\_completed\_date>01011900</assessment\_completed\_date>

 <course\_length>1</course\_length>

 <did\_not\_attend>99</did\_not\_attend>

 <end\_date>03042017</end\_date>

 <End\_reason>2</End\_reason>

 <event\_type>2</event\_type>

 <forensic\_type>0</forensic\_type>

 <funding\_source>100</funding\_source>

 <Indigenous\_status>4</Indigenous\_status>

 <mascot\_score>2</mascot\_score>

 <outlet\_client\_id>9876543210</outlet\_client\_id>

 <percent\_course\_completed>4</percent\_course\_completed>

 <presenting\_drug\_concern>2101</presenting\_drug\_concern>

 <service\_delivery\_setting>1</service\_delivery\_setting>

 <service\_stream>71</service\_stream>

 <significant\_goal\_achieved>8</significant\_goal\_achieved>

 <start\_date>29032017</start\_date>

 <target\_population>9</target\_population>

 <tier>3</tier>

 <contact>...</contact>

 <referral>...</referral>

 <outcome\_measure>...</outcome\_measure>

 </content>

 </service\_event>

 <service\_event>

 <action>I</action>

 <!--Non-Residential Withdrawal Service Event-->

 <outlet\_service\_event\_id>1597531241</outlet\_service\_event\_id> <content>

 <assessment\_completed\_date>03042017</assessment\_completed\_date>

 <course\_length>1</course\_length>

 <did\_not\_attend>99</did\_not\_attend>

 <end\_date>15042017</end\_date>

 <End\_reason>2</End\_reason>

 <event\_type>3</event\_type>

 <forensic\_type>0</forensic\_type>

 <funding\_source>100</funding\_source>

 <Indigenous\_status>4</Indigenous\_status>

 <mascot\_score>2</mascot\_score>

 <outlet\_client\_id>9876543210</outlet\_client\_id>

 <percent\_course\_completed>4</percent\_course\_completed>

 <presenting\_drug\_concern>2101</presenting\_drug\_concern>

 <service\_delivery\_setting>1</service\_delivery\_setting>

 <service\_stream>11</service\_stream>

 <significant\_goal\_achieved>1</significant\_goal\_achieved>

 <start\_date>04042017</start\_date>

 <target\_population>9</target\_population>

 <tier>3</tier>

 <contact>...</contact>

 <referral>...</referral>

 <outcome\_measure>...</outcome\_measure>

 </content>

 </service\_event>

 <service\_event>

 <action>I</action>

 <!--Open Counselling Service Event-->

 <outlet\_service\_event\_id>4567891230</outlet\_service\_event\_id> <content>

 <assessment\_completed\_date>03042017</assessment\_completed\_date>

 <course\_length>1</course\_length>

 <did\_not\_attend>99</did\_not\_attend>

 <end\_date></end\_date>

 <End\_reason></End\_reason>

 <event\_type>3</event\_type>

 <forensic\_type>0</forensic\_type>

 <funding\_source>100</funding\_source>

 <Indigenous\_status>4</Indigenous\_status>

 <mascot\_score>2</mascot\_score>

 <outlet\_client\_id>9876543210</outlet\_client\_id>

 <percent\_course\_completed>4</percent\_course\_completed>

 <presenting\_drug\_concern>2101</presenting\_drug\_concern>

 <service\_delivery\_setting>1</service\_delivery\_setting>

 <service\_stream>20</service\_stream>

 <significant\_goal\_achieved>9</significant\_goal\_achieved>

 <start\_date>20042017</start\_date>

 <target\_population>9</target\_population>

 <tier>9</tier>

 <contact>...</contact>

 <referral>...</referral>

 <outcome\_measure>...</outcome\_measure>

 </content>

 </service\_event>

</submission\_instance>

<submission\_instance>

 <!--March reporting period records to be Deleted-->

 <reporting\_period>032017</reporting\_period>

 <outlet\_code>123456789</outlet\_code>

 <extract\_date>070520172359</extract\_date>

 <client>

 <action>D</action>

 <!--Delete duplicate client record (Client B record)-->

 <outlet\_client\_id>9996764431</outlet\_client\_id>

 </client>

 <service\_event>

 <action>D</action>

 <!--Delete linked Comprehensive Assessment Service Event)-->

 <outlet\_service\_event\_id>3216549870</outlet\_service\_event\_id> </service\_event>

</submission\_instance>

</submission>

#### Inset Action - Client journey with multiple contacts and submissions – no edits

Rick Sanchez is a 41-year-old male with a DOB of 02/02/1976. Rick received Care Recovery and Coordination (C&RC) support between 01/09/2017 and 30/11/2017. During the period of C&RC support, Rick has received C&RC contacts on the following days:

**Table 5 – Example Contacts within a Service Event**

|  |  |  |
| --- | --- | --- |
| **September** | **October** | **November** |
| 01/09/201711/09/201725/09/2017 | 10/10/201715/10/201728/10/2017 | 01/11/201710/11/201715/11/201730/11/2017 |

All Submission Actions are “Inserts”. No deletions or updates required. Note Service Event records are cumulative, so even though the October reporting period only have 3 contacts recorded, 6 are submitted, which include both the activity that occurred for that Service Event in the previous reporting period, as well as contacts that occurred in the October reporting period.

Figure 35: Example of Rick Sanchez’s service history.



**Figure 36: Example XML for September reporting month, includes three contact records**

<submission>

<submission\_instance>

 <reporting\_period>092017</reporting\_period>

 <outlet\_code>123456789</outlet\_code>

 <extract\_date>071020172359</extract\_date>

 <client>

 <action>I</action>

 <outlet\_client\_id>885999321</outlet\_client\_id>

 <content>

 <acquired\_brain\_injury>2</acquired\_brain\_injury>

 <country\_of\_birth>0001</country\_of\_birth>

 <date\_first\_registered>19032017</date\_first\_registered>

 <date\_of\_birth>02021946</date\_of\_birth>

 <dob\_accuracy\_ind>AAA</dob\_accuracy\_ind>

 <gender\_identity>1</gender\_identity>

 <ihi>9</ihi>

 <lgb\_flag>2</lgb\_flag>

 <locality\_name>Shepparton</locality\_name>

 <maltreatment\_code>0</maltreatment\_code>

 <maltreatment\_perpetrator>9</maltreatment\_perpetrator>

 <medicare\_number>9</medicare\_number>

 <mental\_health\_diagnosis>0</mental\_health\_diagnosis>

 <need\_for\_interpreter>2</need\_for\_interpreter>

 <postcode>3630</postcode>

 <preferred\_language>0000</preferred\_language>

 <refugee\_status>1</refugee\_status>

 <sex\_at\_birth>1</sex\_at\_birth>

 <slk>ANHIC020219461</slk>

 <dependant>...</dependant>

 </content>

 </client>

 <service\_event>

 <action>I</action>

 <outlet\_service\_event\_id>4561237890</outlet\_service\_event\_id> <content>

 <assessment\_completed\_date>01011900</assessment\_completed\_date>

 <course\_length>8</course\_length>

 <did\_not\_attend>99</did\_not\_attend>

 <end\_date></end\_date>

 <End\_reason></End\_reason>

 <event\_type>3</event\_type>

 <forensic\_type>0</forensic\_type>

 <funding\_source>100</funding\_source>

 <Indigenous\_status>4</Indigenous\_status>

 <mascot\_score>9</mascot\_score>

 <outlet\_client\_id>8859993210</outlet\_client\_id>

 <percent\_course\_completed>4</percent\_course\_completed>

 <presenting\_drug\_concern>2101</presenting\_drug\_concern>

 <service\_delivery\_setting>1</service\_delivery\_setting>

 <service\_stream>50</service\_stream>

 <significant\_goal\_achieved>8</significant\_goal\_achieved>

 <start\_date>01092017</start\_date>

 <target\_population>9</target\_population>

 <tier>3</tier>

 <contact>

 <!--Contact 1 -->

 <contact\_date>010920171130</contact\_date>

 <contact\_duration>30</contact\_duration>

 <contact\_method>1</contact\_method>

 <contact\_type>2</contact\_type>

 <number\_facilitators\_present>2</number\_facilitators\_present>

 <number\_service\_recipients>3</number\_service\_recipients>

 <relationship\_to\_client>0</relationship\_to\_client>

 </contact>

 <contact>

 <!--Contact 2 -->

 <contact\_date>110920170945</contact\_date>

 <contact\_duration>30</contact\_duration>

 <contact\_method>2</contact\_method>

 <contact\_type>1</contact\_type>

 <number\_facilitators\_present>1</number\_facilitators\_present>

 <number\_service\_recipients></number\_service\_recipients>

 <relationship\_to\_client>0</relationship\_to\_client>

 </contact>

 <contact>

 <!--Contact 3 -->

 <contact\_date>250920171400</contact\_date>

 <contact\_duration>45</contact\_duration>

 <contact\_method>1</contact\_method>

 <contact\_type>1</contact\_type>

 <number\_facilitators\_present>1</number\_facilitators\_present>

 <number\_service\_recipients></number\_service\_recipients>

 <relationship\_to\_client>2</relationship\_to\_client>

 </contact>

 <referral>...</referral>

 <outcome\_measure>...</outcome\_measure>

 </content>

</service\_event>

</submission\_instance>

</submission>

**Figure 37: Example XML for November reporting month, includes 10 contact records**

<submission>

<submission\_instance>

 <reporting\_period>112017</reporting\_period>

 <outlet\_code>123456789</outlet\_code>

 <extract\_date>071220172359</extract\_date>

 <client>

 <action>I</action>

 <outlet\_client\_id>8859993210</outlet\_client\_id>

 <content>

 <acquired\_brain\_injury>2</acquired\_brain\_injury>

 <country\_of\_birth>0001</country\_of\_birth>

 <date\_first\_registered>19032017</date\_first\_registered>

 <date\_of\_birth>02021946</date\_of\_birth>

 <dob\_accuracy\_ind>AAA</dob\_accuracy\_ind>

 <gender\_identity>1</gender\_identity>

 <ihi>9</ihi>

 <lgb\_flag>2</lgb\_flag>

 <locality\_name>Shepparton</locality\_name>

 <maltreatment\_code>0</maltreatment\_code>

 <maltreatment\_perpetrator>9</maltreatment\_perpetrator>

 <medicare\_number>9</medicare\_number>

 <mental\_health\_diagnosis>0</mental\_health\_diagnosis>

 <need\_for\_interpreter>2</need\_for\_interpreter>

 <postcode>3630</postcode>

 <preferred\_language>0000</preferred\_language>

 <refugee\_status>1</refugee\_status>

 <sex\_at\_birth>1</sex\_at\_birth>

 <slk>ANHIC020219461</slk>

 <dependant>...</dependant>

 </content>

 </client>

 <service\_event>

 <action>I</action>

 <outlet\_service\_event\_id>4561237890</outlet\_service\_event\_id> <content>

 <assessment\_completed\_date>01011900</assessment\_completed\_date>

 <course\_length>2</course\_length>

 <did\_not\_attend>99</did\_not\_attend>

 <end\_date>30112017</end\_date>

 <End\_reason>1</End\_reason>

 <event\_type>1</event\_type>

 <forensic\_type>0</forensic\_type>

 <funding\_source>100</funding\_source>

 <Indigenous\_status>4</Indigenous\_status>

 <mascot\_score>1</mascot\_score>

 <outlet\_client\_id>8859993210</outlet\_client\_id>

 <percent\_course\_completed>4</percent\_course\_completed>

 <presenting\_drug\_concern>2101</presenting\_drug\_concern>

 <service\_delivery\_setting>1</service\_delivery\_setting>

 <service\_stream>50</service\_stream>

 <significant\_goal\_achieved>8</significant\_goal\_achieved>

 <start\_date>01092017</start\_date>

 <target\_population>9</target\_population>

 <tier>3</tier>

 <contact>

 <!--Contact 1 -->

 <contact\_date>010920171130</contact\_date>

 <contact\_duration>30</contact\_duration>

 <contact\_method>1</contact\_method>

 <contact\_type>2</contact\_type>

 <number\_facilitators\_present>2</number\_facilitators\_present>

 <number\_service\_recipients>3</number\_service\_recipients>

 <relationship\_to\_client>0</relationship\_to\_client>

 </contact>

 <contact>

 <!--Contact 2 -->

 <contact\_date>110920170945</contact\_date>

 <contact\_duration>30</contact\_duration>

 <contact\_method>2</contact\_method>

 <contact\_type>1</contact\_type>

 <number\_facilitators\_present>1</number\_facilitators\_present>

 <number\_service\_recipients></number\_service\_recipients>

 <relationship\_to\_client>0</relationship\_to\_client>

 </contact>

 <contact>

 <!--Contact 3 -->

 <contact\_date>250920171400</contact\_date>

 <contact\_duration>45</contact\_duration>

 <contact\_method>1</contact\_method>

 <contact\_type>1</contact\_type>

 <number\_facilitators\_present>1</number\_facilitators\_present>

 <number\_service\_recipients></number\_service\_recipients>

 <relationship\_to\_client>2</relationship\_to\_client>

 </contact>

 <!--Contact 4 -->

 <contact\_date>101020171400</contact\_date>

 <contact\_duration>30</contact\_duration>

 <contact\_method>1</contact\_method>

 <contact\_type>1</contact\_type>

 <number\_facilitators\_present>1</number\_facilitators\_present>

 <number\_service\_recipients></number\_service\_recipients>

 <relationship\_to\_client>2</relationship\_to\_client>

 </contact>

 <!--Contact 5 -->

 <contact\_date>151020171400</contact\_date>

 <contact\_duration>35</contact\_duration>

 <contact\_method>1</contact\_method>

 <contact\_type>1</contact\_type>

 <number\_facilitators\_present>1</number\_facilitators\_present>

 <number\_service\_recipients></number\_service\_recipients>

 <relationship\_to\_client>2</relationship\_to\_client>

 </contact>

 <!--Contact 6 -->

 <contact\_date>281020171400</contact\_date>

 <contact\_duration>45</contact\_duration>

 <contact\_method>1</contact\_method>

 <contact\_type>1</contact\_type>

 <number\_facilitators\_present>1</number\_facilitators\_present>

 <number\_service\_recipients></number\_service\_recipients>

 <relationship\_to\_client>2</relationship\_to\_client>

 </contact>

 <contact>

 <!--Contact 7 -->

 <contact\_date>011120171130</contact\_date>

 <contact\_duration>30</contact\_duration>

 <contact\_method>1</contact\_method>

 <contact\_type>2</contact\_type>

 <number\_facilitators\_present>2</number\_facilitators\_present>

 <number\_service\_recipients>3</number\_service\_recipients>

 <relationship\_to\_client>0</relationship\_to\_client>

 </contact>

 <contact>

 <!--Contact 8 -->

 <contact\_date>101120170945</contact\_date>

 <contact\_duration>30</contact\_duration>

 <contact\_method>2</contact\_method>

 <contact\_type>1</contact\_type>

 <number\_facilitators\_present>1</number\_facilitators\_present>

 <number\_service\_recipients></number\_service\_recipients>

 <relationship\_to\_client>0</relationship\_to\_client>

 </contact>

 <!--Contact 9 -->

 <contact\_date>151120171130</contact\_date>

 <contact\_duration>30</contact\_duration>

 <contact\_method>1</contact\_method>

 <contact\_type>2</contact\_type>

 <number\_facilitators\_present>2</number\_facilitators\_present>

 <number\_service\_recipients>3</number\_service\_recipients>

 <relationship\_to\_client>0</relationship\_to\_client>

 </contact>

 <contact>

 <!--Contact 10 -->

 <contact\_date>301120171400</contact\_date>

 <contact\_duration>15</contact\_duration>

 <contact\_method>2</contact\_method>

 <contact\_type>1</contact\_type>

 <number\_facilitators\_present>1</number\_facilitators\_present>

 <number\_service\_recipients></number\_service\_recipients>

 <relationship\_to\_client>0</relationship\_to\_client>

 </contact>

 <referral>...</referral>

 <outcome\_measure>...</outcome\_measure>

 </content>

</service\_event>

</submission\_instance>

</submission>

#### Insert Action - Client journey with date of birth edit during open Service Event

This example is based on the client journey detailed 5.5.3.5. However, on 20 October the C&RC clinician identifies that the Date of Birth recorded in the CMS system was incorrect and updates the year of birth from 1946 to 1976, so correct DOB is 02/02/1976.

To correct submission Actions for the October 2017 Reporting period are “Inserts” as the C&RC Service Event is still open. As an inaccurate DOB was submitted on 15/10/2017, an inaccurate SLK was also submitted on the same date. This is corrected by the insert action on 15/11/2017, where both the updated SLK and DOB are reported.

Figure 38: Example of Rick Sanchez’s service history, with date of birth correction on 15 October 2017.



**Figure 39: Example XML for October reporting month, includes contact records and DoB correction**

<submission>

<submission\_instance>

 <reporting\_period>102017</reporting\_period>

 <outlet\_code>123456789</outlet\_code>

 <extract\_date>071120172359</extract\_date>

 <client>

 <action>I</action>

 <outlet\_client\_id>8859993210</outlet\_client\_id>

 <content>

 <acquired\_brain\_injury>2</acquired\_brain\_injury>

 <country\_of\_birth>0001</country\_of\_birth>

 <date\_first\_registered>19032017</date\_first\_registered>

 <!--Date of birth amended via Insert Action-->

 <date\_of\_birth>02021976</date\_of\_birth>

 <dob\_accuracy\_ind>AAA</dob\_accuracy\_ind>

 <gender\_identity>1</gender\_identity>

 <ihi>9</ihi>

 <lgb\_flag>2</lgb\_flag>

 <locality\_name>Shepparton</locality\_name>

 <maltreatment\_code>0</maltreatment\_code>

 <maltreatment\_perpetrator>9</maltreatment\_perpetrator>

 <medicare\_number>9</medicare\_number>

 <mental\_health\_diagnosis>0</mental\_health\_diagnosis>

 <need\_for\_interpreter>2</need\_for\_interpreter>

 <postcode>3630</postcode>

 <preferred\_language>0000</preferred\_language>

 <refugee\_status>1</refugee\_status>

 <sex\_at\_birth>1</sex\_at\_birth>

 <!--SLK amended via Insert Action-->

 <slk>ANHIC020219761</slk>

 <dependant>...</dependant>

 </content>

 </client>

 <service\_event>

 <action>I</action>

 <outlet\_service\_event\_id>4561237890</outlet\_service\_event\_id> <content>

 <assessment\_completed\_date>01011900</assessment\_completed\_date>

 <course\_length>8</course\_length>

 <did\_not\_attend>99</did\_not\_attend>

 <end\_date></end\_date>

 <End\_reason>2</End\_reason>

 <event\_type>1</event\_type>

 <forensic\_type>0</forensic\_type>

 <funding\_source>100</funding\_source>

 <Indigenous\_status>4</Indigenous\_status>

 <mascot\_score>9</mascot\_score>

 <outlet\_client\_id>8859993210</outlet\_client\_id>

 <percent\_course\_completed>4</percent\_course\_completed>

 <presenting\_drug\_concern>2101</presenting\_drug\_concern>

 <service\_delivery\_setting>1</service\_delivery\_setting>

 <service\_stream>50</service\_stream>

 <significant\_goal\_achieved>8</significant\_goal\_achieved>

 <start\_date>01092017</start\_date>

 <target\_population>9</target\_population>

 <tier>3</tier>

 <contact>

 <!--Contact 1 -->

 <contact\_date>010920171130</contact\_date>

 <contact\_duration>30</contact\_duration>

 <contact\_method>1</contact\_method>

 <contact\_type>2</contact\_type>

 <number\_facilitators\_present>2</number\_facilitators\_present>

 <number\_service\_recipients>3</number\_service\_recipients>

 relationship\_to\_client<relationship\_to\_client>0</relationship\_to\_client>

 </contact>

 <contact>

 <!--Contact 2 -->

 <contact\_date>110920170945</contact\_date>

 <contact\_duration>30</contact\_duration>

 <contact\_method>2</contact\_method>

 <contact\_type>1</contact\_type>

 <number\_facilitators\_present>1</number\_facilitators\_present>

 <number\_service\_recipients></number\_service\_recipients>

 relationship\_to\_client<relationship\_to\_client>0</relationship\_to\_client>

 </contact>

 <contact>

 <!--Contact 3 -->

 <contact\_date>250920171400</contact\_date>

 <contact\_duration>45</contact\_duration>

 <contact\_method>1</contact\_method>

 <contact\_type>1</contact\_type>

 <number\_facilitators\_present>1</number\_facilitators\_present>

 <number\_service\_recipients></number\_service\_recipients>

 relationship\_to\_client<relationship\_to\_client>2</relationship\_to\_client>

 </contact>

 <!--Contact 4 -->

 <contact\_date>101020171400</contact\_date>

 <contact\_duration>30</contact\_duration>

 <contact\_method>1</contact\_method>

 <contact\_type>1</contact\_type>

 <number\_facilitators\_present>1</number\_facilitators\_present>

 <number\_service\_recipients></number\_service\_recipients>

 relationship\_to\_client<relationship\_to\_client>2</relationship\_to\_client>

 </contact>

 <!--Contact 5 -->

 <contact\_date>151020171400</contact\_date>

 <contact\_duration>35</contact\_duration>

 <contact\_method>1</contact\_method>

 <contact\_type>1</contact\_type>

 <number\_facilitators\_present>1</number\_facilitators\_present>

 <number\_service\_recipients></number\_service\_recipients>

 relationship\_to\_client<relationship\_to\_client>2</relationship\_to\_client>

 </contact>

 <!--Contact 6 -->

 <contact\_date>281020171400</contact\_date>

 <contact\_duration>45</contact\_duration>

 <contact\_method>1</contact\_method>

 <contact\_type>1</contact\_type>

 <number\_facilitators\_present>1</number\_facilitators\_present>

 <number\_service\_recipients></number\_service\_recipients>

 relationship\_to\_client<relationship\_to\_client>2</relationship\_to\_client>

 </contact>

 <referral>...</referral>

 <outcome\_measure>...</outcome\_measure>

 </content>

 </service\_event>

</submission\_instance>

</submission>

#### Update Action - Client journey where Date of Birth corrected for a closed Service Event that was submitted in a previous reporting period

This example is based on the client journey detailed 5.5.3.5. However, on 16 December the CRC clinician identifies that the Date of Birth recorded in the CMS system was incorrect and updates the Year of birth from 1946 to 1976, so DOB now says 02/02/1976.

As the C&RC Service Event has been closed and submitted for a previous reporting period, an Update Action should be submitted to correct the Date of Birth and SLK records in a subsequent reporting period.

Figure 40: Example of Rick Sanchez’s service history, with Date of Birth correction made for a Service Event closed in a previous reporting period.



**Figure 41: Example XML for December reporting month, includes contact records and DoB correction made after end of Service Event.**

<submission>

<submission\_instance>

 <!--Data for November reporting period included in December reporting period submission-->

 <reporting\_period>112017</reporting\_period>

 <outlet\_code>123456789</outlet\_code>

 <extract\_date>140120182359</extract\_date>

 <client>

 <action>U</action>

 <outlet\_client\_id>8859993210</outlet\_client\_id>

 <content>

 <acquired\_brain\_injury>2</acquired\_brain\_injury>

 <country\_of\_birth>0001</country\_of\_birth>

 <date\_first\_registered>19032017</date\_first\_registered> <!--Date of Birth amended via Update Action-->

 <date\_of\_birth>02021976</date\_of\_birth>

 <dob\_accuracy\_ind>AAA</dob\_accuracy\_ind>

 <gender\_identity>1</gender\_identity>

 <ihi>9</ihi>

 <lgb\_flag>2</lgb\_flag>

 <locality\_name>Shepparton</locality\_name>

 <maltreatment\_code>0</maltreatment\_code>

 <maltreatment\_perpetrator>9</maltreatment\_perpetrator> <medicare\_number>9</medicare\_number>

 <mental\_health\_diagnosis>0</mental\_health\_diagnosis>

 <need\_for\_interpreter>2</need\_for\_interpreter>

 <postcode>3630</postcode>

 <preferred\_language>0000</preferred\_language>

 <refugee\_status>1</refugee\_status>

 <sex\_at\_birth>1</sex\_at\_birth>

 <!--SLK amended via Update Action-->

 <slk>ANHIC020219761</slk>

 <dependant>...</dependant>

 </content>

 </client>

 <service\_event>

 <action>U</action>

 <outlet\_service\_event\_id>4561237890</outlet\_service\_event\_id> <content>

 <assessment\_completed\_date>01011900</assessment\_completed\_date>

 <course\_length>2</course\_length>

 <did\_not\_attend>99</did\_not\_attend>

 <end\_date>30112017</end\_date>

 <End\_reason>1</End\_reason>

 <event\_type>1</event\_type>

 <forensic\_type>0</forensic\_type>

 <funding\_source>100</funding\_source>

 <Indigenous\_status>4</Indigenous\_status>

 <mascot\_score>1</mascot\_score>

 <outlet\_client\_id>8859993210</outlet\_client\_id>

 <percent\_course\_completed>4</percent\_course\_completed>

 <presenting\_drug\_concern>2101</presenting\_drug\_concern>

 <service\_delivery\_setting>1</service\_delivery\_setting>

 <service\_stream>50</service\_stream>

 <significant\_goal\_achieved>8</significant\_goal\_achieved>

 <start\_date>01092017</start\_date>

 <target\_population>9</target\_population>

 <tier>3</tier>

 <contact>

 <!--Details for contact records 1 - 10-->

 </contact>

 <referral>...</referral>

 <outcome\_measure>...</outcome\_measure>

 </content>

 </service\_event>

</submission\_instance>

</submission>

Note, only one Update is required to amend the record even though the client record has been submitted on three previous occasions. The most recent submission of a record is considered the valid version of the record.

#### Clinical reviews and submission of Outcome Measures scenario

On 01/01/2018, client calls AODT service, and service proceeds to administer and complete the Intake assessment. The client is then referred internally for Comprehensive Assessment. On 09/01/2018 the client presents to the service for a Comprehensive Assessment. The self-completion form is completed and submitted to the service by the client on 12/01/2018. The Comprehensive Assessment period continues until 15/01/2018, and the client is referred to Bridging Support, and Care Recovery and Coordination services. On 20/01/2018 the Bridging Support team commence services. Bridging Support provides weekly contacts until 12/03/2018 when Care Recovery and Coordination services commence. On 12/03/2018 Care Recovery and Coordination services commence and clinical reviews and Outcomes are assessed approximately every three months between start and end of Care Recovery and Coordination (eg. 12/06/18, 12/09/2018, and 12/12/2018). Some aspects of the self-completion form (but not all of it) are completed during each of these reviews (eg. Section 1 & 2 and K10). Care Recovery and Coordination is completed on 12/03/2019.

On 28/03/2019 the AODT Comprehensive Assessment service calls the client for a follow up review, and the full self-completion form is re-administered. A brief risk assessment is also completed. The client and service determines that no further AODT service is required.

**Figure 42: Example of client’s service history**



Submission overview – Outcome measures may be submitted against an open service event, but must be submitted at the end of the Care Recory and Coordination service stream event, as Care Recovery and Coordination is a Treatment service event type.

Where outcome measures have been collected on different dates, the correct date can be reported for each outcome measure by submitting individual Service Event – Outcome records which have their own “clinical review date”. For example, if the self completion form was completed on 12/06/18, and only the K10 was submitted, when that clinical review is submitted as part of the open service event, the clinical review date for that would be 12/06/18.

Where a service follows up with a client after a service event, this should not be reported as a reopening of an initial service event. It is optional for services to report this as a follow up service event, noting that this service event is not funded.

**Figure 43: Example nested “Service event – Outcome” XML record for K10 ascertained on 12/06/2018**

<outcome\_measure>

<accommodation\_type>98</accommodation\_type>

<arrested\_last\_four\_weeks>8</arrested\_last\_four\_weeks>

<audit\_score>98</audit\_score>

<client\_review\_date>12022018</client\_review\_date>

<days\_injected\_last\_four\_weeks>98 <days\_injected\_last\_four\_weeks>

<dudit\_score> 98</dudit\_score>

<employment\_status> </employment\_status>

<k10\_score>23</k10\_score>

<physical\_health>98</physical\_health>

<psychological\_health>98</psychological\_health>

<quality\_of\_life>98<quality\_of\_life>

<risk\_to\_others>8</risk\_to\_others>

<risk\_to\_self>8</risk\_to\_self>

<unemployed\_not\_training>8</<unemployed\_not\_training>

<violent\_last\_four\_weeks>8 </violent\_last\_four\_weeks>

# File submission

## Submission rules

Data is required to be compiled into the specified XML format and submitted via the Secure Document Exchange portal.

DHHS will advise reporting Service Providers of alternate submission arrangements if requirements change.

### Data submission timelines

Service Providers will submit data to the VADC according to the following timelines:

* Submissions to the Department of Health and Human Services must be made monthly.
* The deadline for submission is the 15th of the month following the reporting period
* Where the 15th of the month falls on a weekend or public holiday, the deadline does not change, but service providers must ensure submissions are loaded via the SDE on the business day prior to the deadline
* The reporting period runs from the first day of the month to the last day of the month.
* Amendments to data that has been previously submitted should be included within the next scheduled submission file as an additional submission instance e.g. in the following month.
* Non-scheduled submissions should not be made unless prior arrangements have been made with the department.
* Resubmission of data for the same Reporting Period can be made to address critical errors leading to failed submission. However, the Extract Date must clearly identify the most recent extract and the department must be contacted regarding the resubmission.

The department will attempt to process submissions within 2 business days of receipt.

### Penalties and exemptions

Where Service Providers are non-compliant with the timelines, the department may apply penalties as detailed in the Victorian Health Policy and Funding Guidelines at: https://www2.health.vic.gov.au/about/policy-and-funding-guidelines

Data that is flagged as unfit for reporting and analysis will be regarded as non-compliant.

If difficulties are anticipated in meeting the monthly timelines, the service provider must contact the relevant departmental regional Program Advisor indicating:

* the nature of the difficulties,
* remedial actions being taken, and
* the expected transmission schedule.

Program Advisors will subsequently advise the Service Provider regarding whether an extension to the reporting deadline is granted.

Extensions and exemptions will only be considered for circumstances beyond the control of the service provider. Software problems are, of themselves, insufficient justification for late submission of data. Service Providers are expected to have arrangements in place with their software vendor to ensure that statutory reporting requirements are met.

Requests for extension and exemption will only be considered if received prior to the relevant deadline.

Non-compliance penalties are assessed after the June Reporting period submission deadline taking into account the Service Provider’s submission performance for the financial year.

### Submission responsibility

It is the Service Providers responsibility to ensure that data submitted to the department is a true and accurate representation of actual service activity conducted. Where data is corrected in a data submission following validation errors, it is expected that Service Providers also update the system/s that maintains and manages this data.

It is recommended that where there is a single centralised Client Management System (CMS) used across a Consortium that a single consolidated data submission from the Consortium, representing the data from all of their member outlets, submitted via the lead service provider (agency).

Where this is not the case, each outlet will need to compile and submit its own file to the Consortia lead for submissions to the department.

### Submission criteria

Data submitted for the current reporting period should be only reportable service activity including;

* When one or more elements within a Service Event record is added or modified including any of its child elements, during the reporting period e.g. creation of an entirely new Service Event or a small update such as the addition of a contact to a Service Event
* Whenever a Service Event record is submitted due to reportable service activity, the associated client record should also be submitted
* When data that has been submitted previously in error or requires amendment, then amendments can be submitted in the current reporting period
* Where there is no open or closed Service Events for a Reporting Period, the XML will include submission instance header details only.

# File validation

Files will be validated using a 3-step validation approach described below and also diagrammatically represented in Figure 44. Acquisition Flow.

**First step:** Service Providers should validate their data prior to submission to reduce the number of submissions and associated administrative overheads that they potentially will incur. Service Providers can use manual or automated methods, to ensure that data prior to extraction is consistent with actual service activity and meets defined business rules.

Of importance is the accuracy of the data elements used to generate the Statistical Linkage Key (SLK), and associated SLK’s. These must be accurate to ensure that the department can reliably use these SLK’s to uniquely count client records.

As a minimum it is also recommended to validate the following data elements including:

For COT (Course of Treatment) or EOC (Episode of Care) funded activity:

* Forensic type
* Funding source
* Service stream
* Start and End dates
* Significant goal achieved

For DTAU (Activity based) funded activity:

* Forensic type
* Indigenous status
* Service stream
* Funding source
* Course length
* Target population
* Start and End dates

**Second step:** Submitted files file structure and codesets will be validated against the XSD on submission via the Secure Document Exchange portal.

Submitted files that fail validation against the XSD will be rejected and not processed further, and the Service Provider notified.

It is expected that Service Providers will need an XML validator program, to validate their XML file structure. Service Providers can use a variety of XML editors, including Open source XML Notepad, to correct basic XML tag errors.

Any files rejected due to a structural validation failure will be required to be resubmitted in full.

The Service Provider will be notified upon successful re-submission.

**Third step:** The submitted files content will then be validated by the Department of Health and Human Services via a series of edit/validation rule checks. (See Section 6. VADC Data Specification). These edit/validation rules can have two distinct statuses of Error or Warning. A validity report will be sent to the Service Provider, with the number and status of the content validation errors for actioning appropriately.

In Table 6 below, the statuses are described along with the potential problem and service provider action that is required:

Table 6: Content validation status

|  |  |  |
| --- | --- | --- |
| Status | Problem | Action |
| Error | Data item/s in the record did not meet the criteria specified in the business rules, or are potentially inaccurate. They may impact data integrity and/or funding. | Service provider determines the cause of the error, corrects it and resubmits the data item in the following month. This must be repeated until zero errors are achieved for each monthly data file. |
| Warning | Record was accepted but data item/s in the record was questionable. These are warnings to take note of something, not considered as errors. | Service Provider checks that the data is valid. If necessary, the data is corrected and resubmitted in the next month’s submission. |

Figure 44: Acquisition Flow



# Element mapping

The tables below contains the mapping from XSD element to the corresponding data element as specified in the VADC Data Specification.

Table 7: Client XSD element mapping

|  |
| --- |
| Client |
| XML Element Name | Data Element Name |
| acquired\_brain\_injury | Client – acquired brain injury |
| country\_of\_birth | Client – country of birth |
| date\_first\_registered | Client – date first registered |
| date\_of\_birth | Client – date of birth |
| dob\_accuracy\_ind | Client – date of birth accuracy |
| child\_protection\_order\_flag | Client – Dependant child protection order flag |
| living\_with\_flag | Client – Dependant living with flag |
| vulnerable\_flag | Client – Dependant vulnerable flag |
| year\_of\_birth | Client – Dependant year of birth |
| gender\_identity | Client – gender identity |
| ihi | Client – individual health identifier |
| lgb\_flag | Client – LGB flag |
| locality\_name | Client – locality name |
| maltreatment\_code | Client—maltreatment code |
| maltreatment\_perpetrator | Client—maltreatment perpetrator |
| medicare\_number | Client – Medicare card number |
| mental\_health\_diagnosis | Client – mental health diagnosis |
| need\_for\_interpreter | Client – need for interpreter services |
| outlet\_client\_id | Outlet – outlet client identifier |
| postcode | Client – postcode |
| preferred\_language | Client – preferred language |
| refugee\_status | Client – refugee status |
| sex\_at\_birth | Client – sex at birth |
| slk | Client – statistical linkage key 581 |

Table 8: Contact XSD element mapping

|  |
| --- |
| Contact |
| XML Element Name | Data Element Name |
| contact\_date | Contact – contact date |
| contact\_duration | Contact – contact duration |
| contact\_method | Contact – contact method |
| contact\_type | Contact – contact type |
| number\_facilitators\_present | Contact – number facilitators present |
| number\_service\_recipients | Contact – number service recipients |
| relationship\_to\_client | Contact – relationship to client |

Table 9: Drug Concern XSD element mapping

|  |
| --- |
| Drug Concern |
| XML Element Name | Data Element Name |
| date\_last\_use | Drug Concern – date last use |
| drug\_name | Drug Concern – drug name |
| frequency\_30\_day | Drug Concern – frequency last 30 days |
| method\_of\_use | Drug Concern – method of use |
| principal\_concern | Drug Concern – principal concern |
| volume | Drug Concern – volume |
| volume\_units | Drug Concern – volume units |

Table 10: Service Event XSD element mapping

|  |
| --- |
| Service Event |
| XML Element Name | Data Element Name |
| assessment\_completed\_date | Event – assessment completed date |
| course\_length | Event – course length |
| did\_not\_attend | Event – did not attend |
| end\_date | Event – end date |
| end\_reason | Event – end reason |
| event\_type | Event – event type |
| forensic\_type | Event – forensic type |
| funding\_source | Event – funding source |
| indigenous\_status | Event – indigenous status |
| mascot\_score | Event – MASCOT score |
| outlet\_client\_id | Outlet – outlet client identifier |
| outlet\_service\_event\_id | Outlet – outlet Service Event identifier |
| percent\_course\_completed | Event – percentage course completed |
| presenting\_drug\_concern | Event – presenting drug of concern |
| service\_delivery\_setting | Event – service delivery setting |
| service\_stream | Event – service stream |
| significant\_goal\_achieved | Event – significant goal achieved |
| start\_date | Event – start date |
| target\_population | Event – target population |
| tier | Event – TIER |

Table 11: Outcome measure XSD element mapping

|  |  |
| --- | --- |
| Outcome measure |  |
| XML Element Name | Data Element Name |
| accommodation\_type | Outcomes – accommodation type |
| arrested\_last\_four\_weeks | Outcomes – arrested last four weeks |
| audit\_score | Outcomes – AUDIT score |
| client\_review\_date | Outcomes – client review date |
| days\_injected\_last\_four\_weeks | Outcomes – days injected last four weeks |
| dudit\_score | Outcomes – DUDIT score |
| employment\_status | Outcomes – employment status |
| k10\_score | Outcomes – K10 score |
| physical\_health | Outcomes – physical health |
| psychological\_health | Outcomes – psychological health |
| quality\_of\_life | Outcomes – quality of life |
| risk\_to\_others | Outcomes – risk to others |
| risk\_to\_self | Outcomes – risk to self |
| unemployed\_not\_training | Outcomes – unemployed not training |
| violent\_last\_four\_weeks | Outcomes –violent last four weeks |

Table 12: Outlet XSD element mapping

|  |
| --- |
| Outlet |
| XML Element Name | Data Element Name |
| outlet\_code | Outlet – outlet code |

Table 13: Referral XSD element mapping

|  |
| --- |
| Referral |
| XML Element Name | Data Element Name |
| acso\_identifier | Referral – ACSO identifier |
| direction | Referral – direction |
| referral\_date | Referral – referral date |
| referral\_service\_type | Referral – referral service type |
| referral\_provider\_type | Referral – referral provider type |

Table 14: Technical XSD element mapping

|  |
| --- |
| Technical |
| XML Element Name | Data Element Name |
| Action | Technical - action |
| extract\_date | Technical – extract date |
| reporting\_period | Technical – reporting period |

|  |
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