Australian Government

Department of Health

headspace PMHC MDS Documentation

As at 12 October, 2018

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1. Data Specification

1.1. Data model and specifications

headspace specifications are an extension of the Primary Mental Health Care Minimum Data Set (PMHC MDS); the current PMHC MDS Data model and specification rules still apply. These are available to be viewed at https://docs.pmhc-mds.com/data-specification/index.html.

1.1.1. Data model

Primary Health Network
- Primary Health Network Key
- Primary Health Network- Name
- **Primary Health Network- Legal Name**
- Primary Health Network- ABN
- Primary Health Network- Type
- Primary Health Network- State
- Primary Health Network- Status
- Primary Health Network- Tags

Provider Organisation
- Organisation Path
- Provider Organisation Key
- Provider Organisation- Name
- **Provider Organisation- Legal Name**
- Provider Organisation- ABN
- Provider Organisation- Type
- Provider Organisation- State
- Provider Organisation- Status
- Provider Organisation- Tags

Client
- Organisation Path
- Client Key
- Client- Statistical Linkage Key
- Client- Date of Birth
- Client- Estimated Date of Birth Flag
- Client- Gender
- Client- Aboriginal and Torres Strait Islander Status
- Client- Country of Birth
- Client- Main Language Spoken at Home
- Client- Proficiency in Spoken English
- Client- Tags

Practitioner
- Organisation Path
- Practitioner Key
- Practitioner- Category
- Practitioner- ATSI Cultural Training
- Practitioner- Year of Birth
- Practitioner- Gender
- Practitioner- Aboriginal and Torres Strait Islander Status
- Practitioner- Active
- Practitioner- Tags

Episode
- Organisation Path
- Episode Key
- Client Key
- Episode- Start Date(Derived from first service contact date)
- Episode- End Date
- Episode- Client Consent to Anonymised Data
- Episode- Completion Status
- Episode- Referral Date
- Episode- Principal Focus of Treatment Plan
- Episode- GP Mental Health Treatment Plan Flag
- Episode- Homelessness Flag
- Episode- Area of usual residence, postcode
- Episode- Labour Force Status
- Episode- Employment Participation
- Episode- Source of Cash Income
- Episode- Health Care Card
- Episode- NDIS Participant
- Episode- Marital Status
- Episode- Suicide Referral Flag
- Episode- Principal Diagnosis
- Episode- Additional Diagnosis
- Episode- Medication- Antipsychotics(N05A)
- Episode- Medication- Anxiolytics(N05B)
- Episode- Medication- Hypnotics and sedatives(N05C)
- Episode- Medication- Antidepressants(N06A)
- Episode- Medication- Psychostimulants and nootropics(N06B)
- Episode- Referrer Profession
- Episode- Referrer Organisation Type
- Episode- Tags

K10+ Outcome Collection Occasion
* Please see note

K5 Outcome Collection Occasion
* Please see note

SDQ Outcome Collection Occasion
* Please see note

Service Contact
- Organisation Path
- Service Contact Key
- Episode Key
- Practitioner Key
- Service Contact- Date
- Service Contact- Type
- Service Contact- Postcode
- Service Contact- Modality
- Service Contact- Participants
- Service Contact- Venue
- Service Contact- Duration
- Service Contact- Copayment
- Service Contact- Client Participation Indicator
- Service Contact- Interpreter Used
- Service Contact- No Show
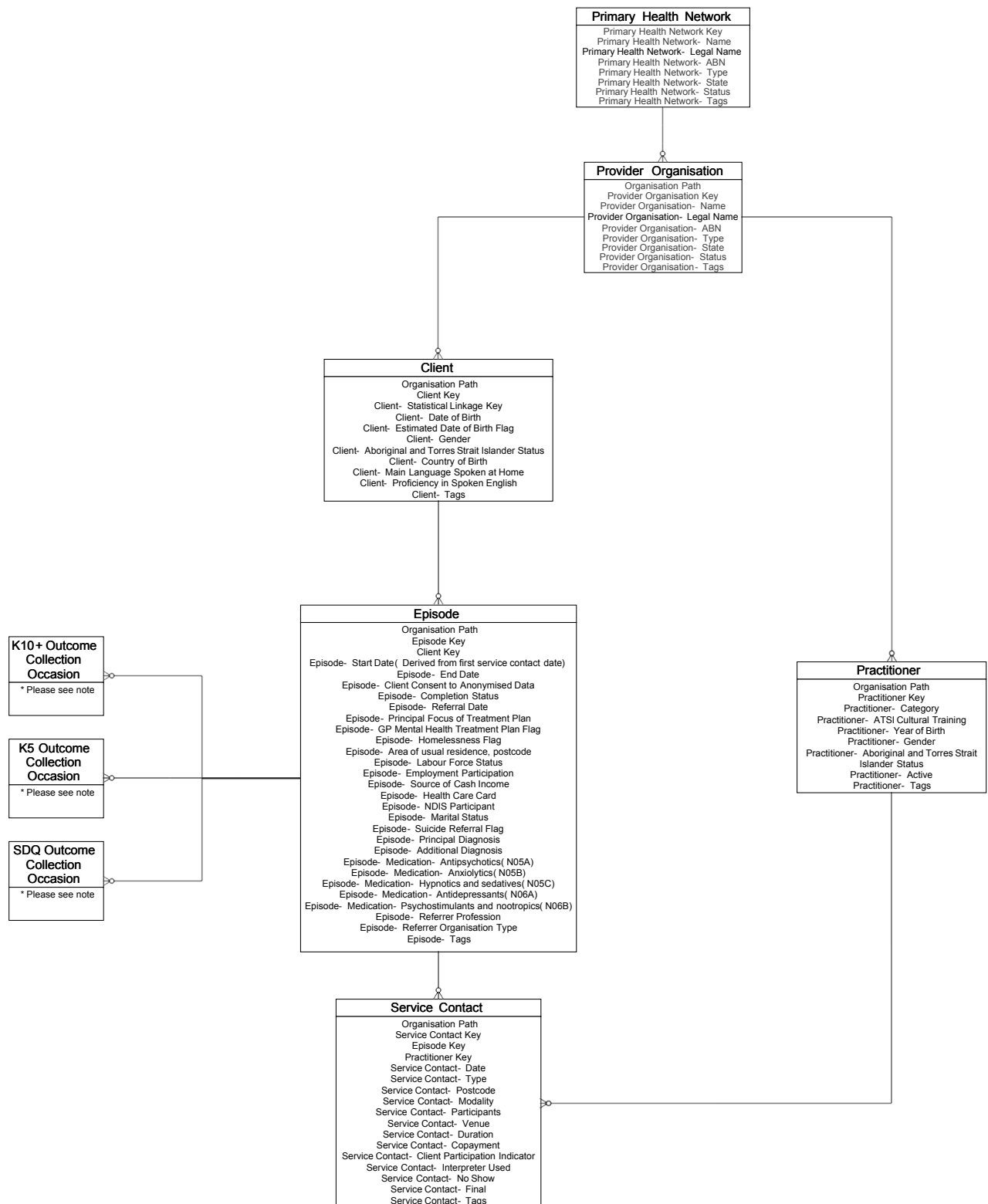- Service Contact- Final
- Service Contact- Tags

Fig. 1.1 headspace data model within the PMHC MDS

1.1.2. Record formats

1.1.2.1. Service Contact

See PMHC MDS Service Contact for definition of a service contact.

Service contacts are managed by headspace via upload.

Table 1.1 Service contact record layout

Data Element (Field Name)	Type (min,max)	Required	Format / Values
Organisation Path (organisation_path)	string	yes	A sequence of colon separated Organisation Keys that fully specifies the Provider Organisation providing a service to the client.
Service Contact Key (service_contact_key)	string (2,50)	yes	This is a number or code assigned to each service contact. The Service Contact Key is unique and stable for each service contact at the level of the organisation.
Episode Key (episode_key)	string (2,50)	yes	This is a number or code assigned to each episode. The Episode Key is unique and stable for each episode at the level of the organisation.
Practitioner Key (practitioner_key)	string (2,50)	yes	A unique identifier for a practitioner within the provider organisation.
Service Contact - Date (service_contact_date) METeOR: 494356	date	yes	The date of each mental health service contact between a health service provider and patient/client.

Data Element (Field Name)	Type (min,max)	Required	Format / Values
Service Contact - Type (service_contact_type)	string	yes	**0:** No contact took place **1:** Assessment **2:** Structured psychological intervention **3:** Other psychological intervention **4:** Clinical care coordination/liaison **5:** Clinical nursing services **6:** Child or youth specific assistance NEC **7:** Suicide prevention specific assistance NEC **8:** Cultural specific assistance NEC **98:** ATAPS **99:** Missing
Service Contact - Postcode (service_contact_postcode) METeOR: 429894	string	yes	The Australian postcode where the service contact took place.
Service Contact - Modality (service_contact_modality)	string	yes	**0:** No contact took place **1:** Face to Face **2:** Telephone **3:** Video **4:** Internet-based

Data Element (Field Name)	Type (min,max)	Required	Format / Values
Service Contact - Participants (service_contact_participants)	string	yes	1: Individual client 2: Client group 3: Family / Client Support Network 4: Other health professional or service provider 5: Other 9: Not stated
Service Contact - Venue (service_contact_venue)	string	yes	1: Client's Home 2: Service provider's office 3: GP Practice 4: Other medical practice 5: Headspace Centre 6: Other primary care setting 7: Public or private hospital 8: Aged care centre 9: School or other educational centre 10: Client's Workplace 11: Other 98: Not applicable (Service Contact Modality is not face to face) 99: Not stated
			1:

Data Element (Field Name)	Type (min,max)	Required	Format / Values
Service Contact - Duration (service_contact_duration)	string	yes	0: No contact took place 1: 1-15 mins 2: 16-30 mins 3: 31-45 mins 4: 46-60 mins 5: 61-75 mins 6: 76-90 mins 7: 91-105 mins 8: 106-120 mins 9: over 120 mins 99: Missing
Service Contact - Copayment (service_contact_copayment)	number	yes	0 - 999999.99
Service Contact - Client Participation Indicator (service_contact_participation_indicator) METeOR: 494341	string	yes	1: Yes 2: No
Service Contact - Interpreter Used (service_contact_interpreter)	string	yes	1: Yes 2: No 9: Not stated
Service Contact - No Show (service_contact_no_show)	string	yes	1: Yes 2: No

Data Element (Field Name)	Type (min,max)	Required	Format / Values
Service Contact - Final (service_contact_final)	string	yes	**1:** No further services are planned for the client in the current episode **2:** Further services are planned for the client in the current episode **3:** Not known at this stage
Service Contact - headspace Funding Source (headspace_funding_source)	string	yes	**1:** Source 1 **2:** Source 2 **3:** Source 3 **4:** Source 4
Service Contact - Tags (service_contact_tags)	string	—	List of tags for the service contact.

1.1.2.2. Metadata

The Metadata table must be included in file uploads in order to identify the type and version of the uploaded data.

Table 1.2 Metadata record layout

Data Element (Field Name)	Type (min,max)	Required	Format / Values
Key (key)	string	yes	A metadata key name.
Value (value)	string	yes	The metadata value.

For this version of the specification the required content is shown in the following table:

key	value
type	headspace
version	1

1.1.2.2.1. PMHC MDS Record Formats

As the NSPT is an extension of the Primary Mental Health Care Minimum Data Set (PMHC MDS), the current PMHC MDS Data model and specification record formats are available to be viewed at https://docs.pmhc-mds.com/data-specification/data-model-and-specifications.html#record-formats.

1.1.3. Definitions

1.1.3.1. Episode Key

This is a number or code assigned to each episode. The Episode Key is unique and stable for each episode at the level of the organisation.

> **Field name:** episode_key
>
> **Data type:** string (2,50)
>
> **Required:** yes

1.1.3.2. Key

A metadata key name.

> **Field name:** key
>
> **Data type:** string
>
> **Required:** yes

1.1.3.3. Organisation Path

A sequence of colon separated Organisation Keys that fully specifies the Provider Organisation providing a service to the client.

> **Field name:** organisation_path
>
> **Data type:** string
>
> **Required:** yes

A combination of the Primary Health Network's (PHN's) Organisation Key and the Provider Organisation's Organisation Key separated by a colon.

Here is an example organisation structure showing the Organisation Path for each organisation:

Notes:

Organisation Key	Organisation Name	Organisation Type	Parent Organisation	Organisation Path
PHN999	Test PHN	Primary Health Network	None	PHN999
PO101	Test Provider Organisation	Private Allied Health Professional Practice	PHN999	PHN999:PO101

1.1.3.4. Practitioner Key

A unique identifier for a practitioner within the provider organisation.

Field name:	practitioner_key
Data type:	string (2,50)
Required:	yes

1.1.3.5. Service Contact - Client Participation Indicator

An indicator of whether the client participated, or intended to participate, in the service contact, as represented by a code.

Field name:	service_contact_participation_indicator	
Data type:	string	
Required:	yes	
Domain:	1:	Yes
	2:	No

Service contacts are not restricted to in-person communication but can include telephone, video link or other forms of direct communication.

Notes:

1 - Yes
This code is to be used for service contacts between a mental health service provider and the patient/client in whose clinical record the service contact would normally warrant a dated entry, where the patient/client is participating.

2 - No
This code is to be used for service contacts between a mental health service provider and a third party(ies) where the patient/client, in whose clinical record the service contact would normally warrant a dated entry, is not participating.

Note: Where a client intended to participate in a service contact but failed to attend, Service Contact - Client Participation Indicator should be recorded as '1: Yes' and Service Contact - No Show should be recorded as '1: Yes'.

METeOR: 494341

1.1.3.6. Service Contact - Copayment

The co-payment is the amount paid by the client per session.

Field name: service_contact_copayment

Data type: number

Required: yes

Domain: 0 - 999999.99

Up to 6 digits before the decimal point; up to 2 digits after the decimal point.

Notes: The co-payment is the amount paid by the client per service contact, not the fee paid by the project to the practitioner or the fee paid by the project to the practitioner plus the client contribution. In many cases, there will not be a co-payment charged and therefore zero should be entered. Where a co-payment is charged it should be minimal and based on an individual's capacity to pay.

1.1.3.7. Service Contact - Date

The date of each mental health service contact between a health service provider and patient/client.

Field name: service_contact_date

Data type: date

Required: yes

For Date fields, data must be recorded in compliance with the standard format used across the National Health Data Dictionary; specifically, dates must be of fixed 8 column width in the format DDMMYYYY, with leading zeros used when necessary to pad out a value. For instance, 13th March 2008 would appear as 13032008.

Notes:

- The service contact date must not be before 1st January 2014.
- The service contact date must not be in the future.

METeOR: 494356

1.1.3.8. Service Contact - Duration

The time from the start to finish of a service contact.

Field name: service_contact_duration

Data type: string

Required: yes

Domain:

0:	No contact took place
1:	1-15 mins
2:	16-30 mins
3:	31-45 mins
4:	46-60 mins
5:	61-75 mins
6:	76-90 mins
7:	91-105 mins
8:	106-120 mins
9:	over 120 mins
99:	Missing

Notes:

For group sessions the time for client spent in the session is recorded for each client, regardless of the number of clients or third parties participating or the number of service providers providing the service. Writing up details of service contacts is not to be reported as part of the duration, except if during or contiguous with the period of client or third party participation. Travel to or from the location at which the service is provided, for example to or from outreach facilities or private homes, is not to be reported as part of the duration of the service contact.

0 - No contact took place
    Only use this code where the service contact is recorded as a no show.

1.1.3.9. Service Contact - Final

An indication of whether the Service Contact is the final for the current Episode of Care

Field name:	service_contact_final
Data type:	string
Required:	yes
Domain:	**1:** No further services are planned for the client in the current episode **2:** Further services are planned for the client in the current episode **3:** Not known at this stage
Notes:	Service providers should report this item on the basis of future planned or scheduled contacts with the client. Where this item is recorded as 1 (No further services planned), the episode should be recorded as completed by: • the date of the final Service Contact should be recorded as the Episode End Date • the Episode Completion Status field should be recorded as 'Treatment concluded. Note that no further Service Contacts can be recorded against an episode once it is marked as completed. Where an episode has been marked as completed prematurely, the Episode End Date can be manually corrected to allow additional activity to be recorded.

1.1.3.10. Service Contact - headspace Funding Source

The source of funding for a headspace service contact

Field name:	headspace_funding_source
Data type:	string
Required:	yes
Domain:	**1:** Source 1 **2:** Source 2 **3:** Source 3 **4:** Source 4

1.1.3.11. Service Contact - Interpreter Used

Whether an interpreter service was used during the Service Contact

Field name:	service_contact_interpreter
Data type:	string
Required:	yes

Domain:	**1:** Yes
	2: No
	9: Not stated

Notes:	Interpreter services includes verbal language, non-verbal language and languages other than English.
	1 - Yes
	Use this code where interpreter services were used during the Service Contact. Use of interpreter services for any form of sign language or other forms of non-verbal communication should be coded as Yes.
	2 - No
	Use this code where interpreter services were not used during the Service Contact.
	9 - Not stated
	Indicates that the item was not collected. This item should not appear as an option for clinicians, it is for administrative use only.

1.1.3.12. Service Contact - Modality

How the service contact was delivered, as represented by a code.

Field name:	service_contact_modality
Data type:	string
Required:	yes

Domain:	**0:** No contact took place
	1: Face to Face
	2: Telephone
	3: Video
	4: Internet-based

0 - No contact took place
    Only use this code where the service contact is recorded as a no show.

1 - Face to Face
  - If 'Face to Face' is selected, a value other than 'Not applicable' must be selected for Service Contact Venue
  - If 'Face to Face' is selected a valid Australian postcode must be entered for Service Contact Postcode. The unknown postcode is not valid.

Notes:

4 - Internet-based
    Includes email communication, that would normally warrant a dated entry in the clinical record of the client, involving a third party, such as a carer or family member, and/or other professional or mental health worker, or other service provider.

    Note: If Service Contact Modality is not 'Face to Face' the postcode must be entered as unknown 9999.

1.1.3.13. Service Contact - No Show

Where an appointment was made for an intended participant(s), but the intended participant(s) failed to attend the appointment, as represented by a code.

Field name:	service_contact_no_show
Data type:	string
Required:	yes
Domain:	**1:** Yes **2:** No

Notes:

1 - Yes
    The intended participant(s) failed to attend the appointment.

2 - No
    The intended participant(s) attended the appointment.

1.1.3.14. Service Contact - Participants

An indication of who participated in the Service Contact.

Field name:	service_contact_participants
Data type:	string
Required:	yes

Domain:	1:	Individual client
	2:	Client group
	3:	Family / Client Support Network
	4:	Other health professional or service provider
	5:	Other
	9:	Not stated

Notes:

1 - Individual
Code applies for Service Contacts delivered individually to a single client without third party participants. Please refer to the Note below.

2 - Client group
Code applies for Service Contacts delivered on a group basis to two or more clients.

3 - Family / Client Support Network
Code applies to Service Contacts delivered to the family/social support persons of the client, with or without the participation of the client.

4 - Other health professional or service provider
Code applies for Service Contacts that involve another health professional or service provider (in addition to the Practitioner), with or without the participation of the client.

5 - Other
Code applies to Service Contacts delivered to other third parties (e.g., teachers, employer), with or without the participation of the client.

Note: This item interacts with Service Contact - Client Participation Indicator. Where Service Contact - Participants has a value of '1: Individual', Service Contact - Client Participation Indicator must have a value of '1: Yes'. Service Contact - No Show is used to record if the patient failed to attend the appointment.

1.1.3.15. Service Contact - Postcode

The Australian postcode where the service contact took place.

Field name:	service_contact_postcode
Data type:	string
Required:	yes

A valid Australian postcode or 9999 if the postcode is unknown. The full list of Australian Postcodes can be found at Australia Post.

Notes:	- If Service Contact Modality is not 'Face to Face' enter 9999 - If Service Contact Modality is 'Face to Face' a valid Australian postcode must be entered - As of 1 November 2016, PMHC MDS currently validates that postcodes are in the range 0200-0299 or 0800-9999.
METeOR:	429894

1.1.3.16. Service Contact - Tags

List of tags for the service contact.

Field name:	service_contact_tags
Data type:	string
Required:	no
	A comma separated list of tags.
	Organisations can use this field to tag records in order to partition them as per local requirements.
Notes:	Tags can contain lower case letters (or will get lowercased), numbers, dashes, spaces, and `!` . Leading and trailing spaces will be stripped. e.g. `priority!, nurse required, pending-outcome-1` would all be legitimate.
	Tags beginning with an exclamation mark (!) are reserved for future use by the Department. e.g. `!reserved, ! reserved, !department-use-only` .

1.1.3.17. Service Contact - Type

The main type of service provided in the service contact, as represented by the service type that accounted for most provider time.

Field name:	service_contact_type
Data type:	string
Required:	yes

Domain:

0: No contact took place

1: Assessment

2: Structured psychological intervention

3: Other psychological intervention

4: Clinical care coordination/liaison

5: Clinical nursing services

6: Child or youth specific assistance NEC

7: Suicide prevention specific assistance NEC

8: Cultural specific assistance NEC

98: ATAPS

99: Missing

0: No contact took place

1: Assessment

2: Structured psychological intervention

3: Other psychological intervention

Describes the main type of service delivered in the contact, selected from a defined list of categories. Where more than service type was provided select that which accounted for most provider time. Service providers are required to report on Service Type for all Service Contacts.

Note: NEC is used for 'Not Elsewhere Classified'. For these records, only use these service types if they cannot be classified by any of the other service options.

Notes:

0 - No contact took place
Only use this code where the service contact is recorded as a no show.

1 - Assessment
Determination of a person's mental health status and need for mental health services, made by a suitably trained mental health professional, based on the collection and evaluation of data obtained through interview and observation, of a person's history and presenting problem(s). Assessment may include consultation with the person's family and concludes with formation of problems/issues, documentation of a preliminary diagnosis, and a treatment plan.

2 - Structured psychological intervention
Those interventions which include a structured interaction between a client and a service provider using a recognised, psychological method, for example, cognitive behavioural techniques, family therapy or psycho education counselling. These are recognised, structured or published techniques for the treatment of mental ill-health. Structured psychological interventions are designed to alleviate psychological distress or emotional disturbance, change maladaptive behaviour and foster mental health. Structured psychological therapies can be delivered on either an individual or group basis, typically in an office or community setting. They may be delivered by trained mental health professionals or other individuals with appropriate competencies but who do not meet the requirements for registration, credentialing or recognition as a mental health professional. Structured Psychological Therapies include but are not limited to:

- Psycho-education (including motivational interviewing)
- Cognitive-behavioural therapies
- Relaxation strategies
- Skills training
- Interpersonal therapy

3 - Other psychological intervention
Psychological interventions that do meet criteria for structured psychological intervention.

4 - Clinical care coordination/liaison
Activities focused on working in partnership and liaison with other health care and service providers and other individuals to coordinate and integrate service delivery to the client with the aim of improving their clinical outcomes. Consultation and liaison may occur with primary health care providers, acute health, emergency services, rehabilitation and support services, family, friends, other support people and carers and other agencies that have some level of responsibility for the client's treatment and/or well being.

5 - Clinical nursing services
Services delivered by mental health nurses that cannot be described elsewhere. Typically, these aim to provide clinical support to clients to effectively manage their symptoms and avoid unnecessary hospitalisation. Clinical nursing services include:

- monitoring a client's mental state;
- liaising closely with family and carers as appropriate;

- administering and monitoring compliance with medication;
- providing information on physical health care, as required and, where appropriate, assist in addressing the physical health inequities of people with mental illness; and
- improving links to other health professionals/clinical service providers.

6 - Child or youth-specific assistance NEC

Services delivered to, or on behalf, of a child or young person that cannot be described elsewhere. These can include, for example, working with a child's teacher to provide advice on assisting the child in their educational environment; working with a young person's employer to assist the young person to their work environment.

Note: This code should only be used for Service Contacts that cannot be described by any other Service Type. It is expected that the majority of Service Contacts delivered to children and young people can be assigned to other categories.

7 - Suicide prevention specific assistance NEC

Services delivered to, or on behalf, of a client who presents with risk of suicide that cannot be described elsewhere. These can include, for example, working with the person's employers to advise on changes in the workplace; working with a young person's teacher to assist the child in their school environment; or working with relevant community-based groups to assist the client to participate in their activities.

Note: This code should only be used for Service Contacts that cannot be described by any other Service Type. It is expected that the majority of Service Contacts delivered to client's who have a risk of suicide can be assigned to other categories.

8 - Cultural specific assistance NEC

Culturally appropriate services delivered to, or on behalf, of an Aboriginal or Torres Strait Islander client that cannot be described elsewhere. These can include, for example, working with the client's community support network including family and carers, men's and women's groups, traditional healers, interpreters and social and emotional wellbeing counsellors.

Note: This code should only be used for Service Contacts that cannot be described by any other Service Type. It is expected that the majority of Service Contacts (see domains below) delivered to Aboriginal or Torres Strait Islander clients can be assigned to other categories.

98 - ATAPS

Services delivered as part of ATAPS funded referrals that are recorded and/or migrated into the PMHC MDS.

Note: This code should only be used for Service Contacts that are migrated from ATAPS MDS sources that cannot be described by any other Service Type. It is expected that the majority of Service Contacts delivered to clients from 1st July, 2017 can be assigned to other categories.

This response will not be allowed on service contacts delivered after 30 June 2018. (All ATAPS referrals should have concluded by that date).

This response will only be allowed on service contacts with the !ATAPS flag.

1.1.3.18. Service Contact - Venue

Where the service contact was delivered, as represented by a code.

Field name:	service_contact_venue
Data type:	string
Required:	yes

Domain:		
	1:	Client's Home
	2:	Service provider's office
	3:	GP Practice
	4:	Other medical practice
	5:	Headspace Centre
	6:	Other primary care setting
	7:	Public or private hospital
	8:	Aged care centre
	9:	School or other educational centre
	10:	Client's Workplace
	11:	Other
	98:	Not applicable (Service Contact Modality is not face to face)
	99:	Not stated

Notes:	Values other than 'Not applicable' only to be specified when Service Contact Modality is 'Face to Face'. Note that 'Other primary care setting' is suitable for primary care settings such as community health centres.

1.1.3.19. Service Contact Key

This is a number or code assigned to each service contact. The Service Contact Key is unique and stable for each service contact at the level of the organisation.

Field name:	service_contact_key
Data type:	string (2,50)
Required:	yes

1.1.3.20. Value

The metadata value.

Field name: value

Data type: string

Required: yes

1.1.4. Download Specification Files

Available for software developers designing extracts for the PMHC MDS, please click the link below to download the PMHC MDS Specification files:

- Specification zip

1.2. Upload specification

The headspace files/worksheets are an extension to the PMHC MDS.

1.2.1. File types

Please refer to PMHC MDS File types.

1.2.2. Files or worksheets to upload

The following files/worksheets can be uploaded to the PMHC MDS as part of the headspace data specification:

Table 1.3 Summary of files to upload

File Type	CSV filename	Excel worksheet name	Required
Client	clients.csv	Clients	Required
Episodes	episodes.csv	Episodes	Required
Service Contacts	service-contacts.csv	Service Contacts	Required
K10+ Collection Occasions	k10p.csv	K10+	Required
K5 Collection Occasions	k5.csv	K5	Required
SDQ Collection Occasions	sdq.csv	SDQ	Required
Practitioners	practitioners.csv	Practitioners	Required for first upload and when practitioner information changes. Optional otherwise
Organisation	organisations.csv	Organisations	Optional
Metadata	metadata.csv	Metadata	Required

Each of the example files assumes the following organisation structure:

Organisation Key	Organisation Name	Organisation Type	Parent Organisation
PHN999	Test PHN	Primary Health Network	None
NFP01	Test Provider Organisation	Private Allied Health Professional Practice	PHN999

1.2.3. File format

Requirements for file formats:

- The first row must contain the column headings as defined for each file type.
- Each item is a column in the file/worksheet. The 'Field Name' must be used for the column headings. The columns must be kept in the same order.
- The second and subsequent rows must contain the data.
- Data elements for each file/worksheet are defined at Record formats.
- All files must be internally consistent. An example of what this means is that for every row in the episode file/worksheet, there must be a corresponding client in the client file/worksheet.

All headspace data uploads must include a Metadata file/worksheet. See headspace Metadata file.

1.2.3.1. headspace Metadata file

All headspace data uploads must include a Metadata file/worksheet. - In the first row, the first cell must contain 'key' and the second cell must contain 'value' - In the second row, the first cell must contain 'type' and the second cell must contain 'headspace' - In the third row, the first cell must contain 'version' and the second cell must contain '1'

i.e.:

key	value
type	headspace
version	1

Data elements for the headspace metadata upload file/worksheet are defined at Metadata.

Example headspace metadata data:

- CSV headspace metadata file.
- XLSX headspace metadata worksheet.

1.2.3.2. Client format

The client file/worksheet is required to be uploaded each time.

Data elements for the client upload file/worksheet are defined at PMHC MDS Client.

Example client data:

- CSV client file.
- XLSX client worksheet.

1.2.3.3. Episode file format

The episode file/worksheet is required to be uploaded each time.

Data elements for the episode upload file/worksheet are defined at PMHC MDS Episode.

Example episode data:

- CSV episode file.
- XLSX episode worksheet.

1.2.3.4. Service Contact file format

The service contact file/worksheet is required to be uploaded each time.

Data elements for the service contact upload file/worksheet are defined at Service Contact.

Example service contact data:

- CSV service contact file.
- XLSX service contact worksheet.

1.2.3.5. K10+ Collection Occasion file format

The K10+ file/worksheet is required to be uploaded each time.

Data elements for the K10+ collection occasion upload file/worksheet are defined at PMHC MDS K10+.

Example K10+ data:

- CSV K10+ file.
- XLSX K10+ worksheet.

1.2.3.6. K5 Collection Occasion file format

The K5 file/worksheet is required to be uploaded each time.

Data elements for the K5 collection occasion upload file/worksheet are defined at PMHC MDS K5.

Example K5 data:

- CSV K5 file.
- XLSX K5 worksheet.

1.2.3.7. SDQ Collection Occasion file format

The SDQ file/worksheet is required to be uploaded each time.

Data elements for the SDQ collection occasion upload file/worksheet are defined at PMHC MDS SDQ.

Example SDQ data:

- CSV SDQ file.
- XLSX SDQ worksheet.

1.2.3.8. Practitioner file format

The practitioner file/worksheet is required for the first upload and if there is a change in practitioners. It is optional otherwise. There is no harm in including it in every upload.

Data elements for the practitioner upload file/worksheet are defined at PMHC MDS Practitioner.

Example practitioner data:

- CSV practitioner file.
- XLSX practitioner worksheet.

1.2.3.9. Organisation file format

This file is for PHN use only. The organisation file/worksheet is optional. It can be included to upload Provider Organisations in bulk or if there is a change in Provider Organisation details. There is no harm in including it in every upload.

Data elements for the Provider Organisation upload file/worksheet are defined at PMHC MDS Provider Organisation.

Example organisation data:

- CSV organisation file.
- XLSX organisation worksheet.

1.2.3.10. Deleting records

Please refer to PMHC MDS Deleting records

Example files showing how to delete via upload:

- XLSX file containing all the worksheets.
- CSV delete client file.
- CSV delete episode file.
- CSV delete service contact file.
- CSV delete K10+ file.
- CSV detete K5 file.
- CSV delete SDQ file.
- CSV delete practitioner file.

1.3. Data Specification Change log

1.3.1. 12/10/2018

- Initial release.