



**Australian Government**  
**Department of Health**

# **headspace PMHC MDS Documentation**

As at 10 December, 2018

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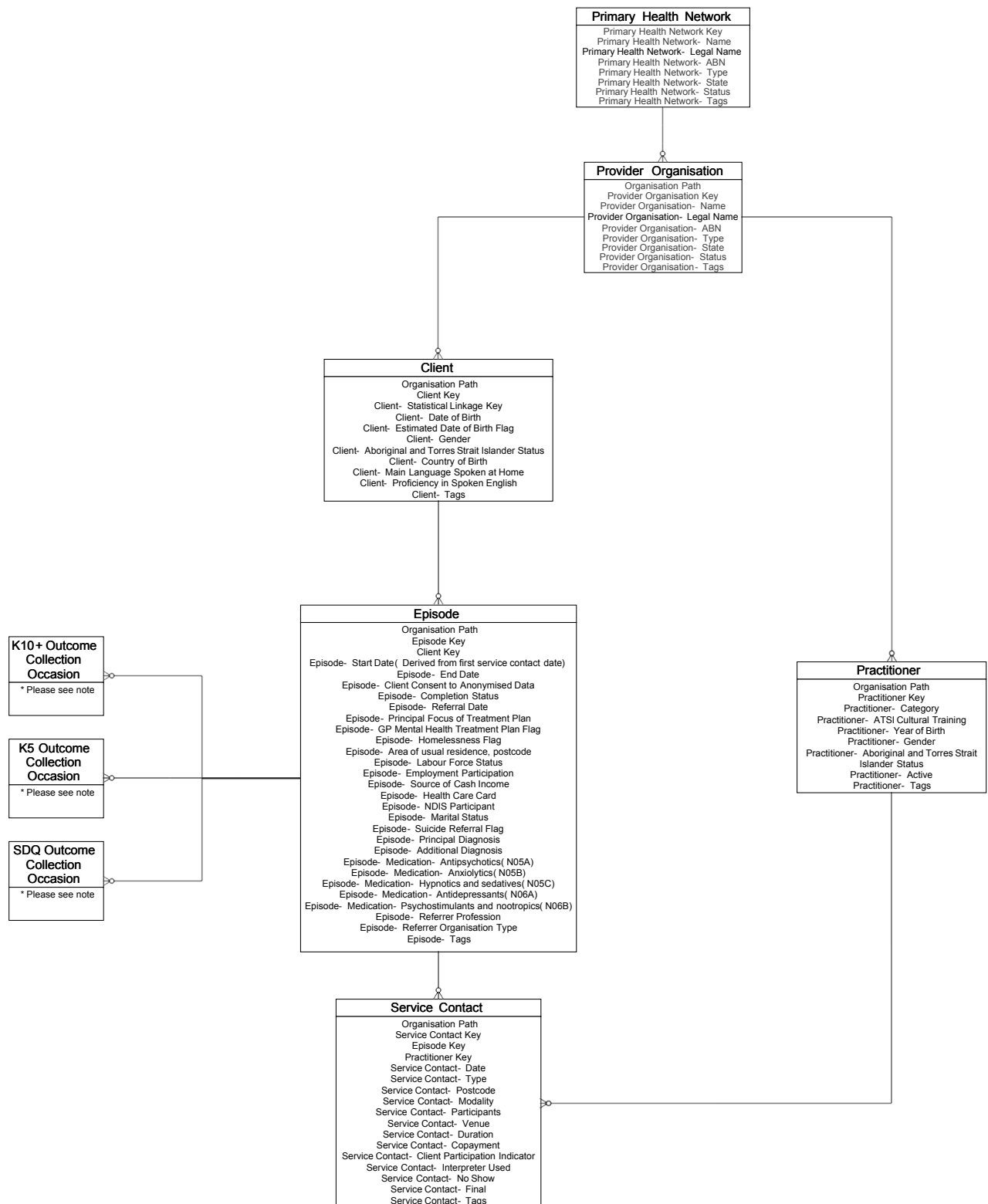
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# 1. Data Specification

## 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



**Fig. 1.1 headspace data model within the PMHC MDS**

**1.1.2. Record formats**

**1.1.2.1. Metadata**

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

Table 1.1 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. Provider Organisation**

Same as standard [PMHC MDS Provider Organisation](#).

**1.1.2.3. Practitioner**

Same as standard [PMHC MDS Practitioner](#).

**1.1.2.4. Client**

Same as standard [PMHC MDS Client](#).

**1.1.2.5. Episode**

Same as standard [PMHC MDS Episode](#).

### 1.1.2.6. Service Contact

See [PMHC MDS Service Contact](#) for definition of a service contact.

Service contacts are managed by headspace via upload.

*Table 1.2 Service contact record layout*

Data Element (Field Name)	Type (min,max)	Required	Format / Values
<a href="#">Organisation Path</a> (organisation_path)	string	yes	A sequence of colon separated Organisation Keys that fully specifies the Provider Organisation providing a service to the client.
<a href="#">Service Contact Key</a> (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.
<a href="#">Episode Key</a> (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.
<a href="#">Practitioner Key</a> (practitioner_key)	string (2,50)	yes	A unique identifier for a practitioner within the provider organisation.
<a href="#">Service Contact - Date</a> (service_contact_date)  METeOR: <a href="#">494356</a>	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
<a href="#">Service Contact - Type</a> (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 9: Psychosocial support 98: ATAPS 99: Missing
<a href="#">Service Contact - Postcode</a> (service_contact_postcode)  METeOR: <a href="#">429894</a>	string	yes	The Australian postcode where the service contact took place.
<a href="#">Service Contact - Modality</a> (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
<a href="#">Service Contact - Participants</a> (service_contact_participants)	string	yes	1: Individual client 2: Client group Family / Client 3: Support Network Other health professional or 4: service provider 5: Other 9: Not stated

Data Element (Field Name)	Type (min,max)	Required	Format / Values
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: Residential aged care facility 9: School or other educational centre 10: Client's Workplace 11: Other 12: Aged care centre - non-residential 98: Not applicable (Service Contact Modality is not face to face) 99: Not stated



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: headspace Grant 2: MBS 3: In Kind 4: Other Government Funding - Federal 5: Other Government Funding - State 6: Other 99: Missing
Service Contact - Tags (service_contact_tags)	string	—	List of tags for the service contact.

### 1.1.2.7. Outcome Collection Occasion

See [PMHC MDS Outcome Collection Occasion](#).

## 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

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### 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

1: Yes

Domain: 2: No

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

#### 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.

Notes: 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](#)

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### 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.

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#### 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](#)

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#### 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

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

<b>Domain:</b>	<b>1:</b>	No further services are planned for the client in the current episode
	<b>2:</b>	Further services are planned for the client in the current episode
	<b>3:</b>	Not known at this stage

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:

- Notes:**
- 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.

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### 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: headspace Grant
  - 2: MBS
  - 3: In Kind
  - 4: Other Government Funding - Federal
  - 5: Other Government Funding - State
  - 6: Other
  - 99: Missing

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### 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

Interpreter services includes verbal language, non-verbal language and languages other than English.

**Notes:**

- 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.

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### 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.

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### 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

1: Yes

**Domain:** 2: No

#### 1 - Yes

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

**Notes:** 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

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

**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.

**Notes:** **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.

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### 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](#)

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### 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

	0:	No contact took place
	1:	Assessment
	2:	Structured psychological intervention
	3:	Other psychological intervention
	4:	Clinical care coordination/liaison
	5:	Clinical nursing services
<b>Domain:</b>	6:	Child or youth specific assistance NEC
	7:	Suicide prevention specific assistance NEC
	8:	Cultural specific assistance NEC
	9:	Psychosocial support
	98:	ATAPS
	99:	Missing

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.*

**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;

Notes:

- 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.

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### **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

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

**Domain:** 8: Residential aged care facility

9: School or other educational centre

10: Client's Workplace

11: Other

12: Aged care centre - non-residential

98: Not applicable (Service Contact Modality is not face to face)

99: Not stated

Values other than 'Not applicable' only to be specified when Service Contact Modality is 'Face to Face'.

**Notes:**

Note that 'Other primary care setting' is suitable for primary care settings such as community health centres.

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### 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

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### 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 headspace upload format is slightly different to the PMHC MDS standard format. Files and worksheets in the PMHC MDS standard format require the first line of each file to have a version number. The headspace upload format removes this line from each file/worksheet and replaces it with a new metadata file/worksheet.

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
<a href="#">Client</a>	clients.csv	Clients	Required
<a href="#">Episodes</a>	episodes.csv	Episodes	Required
<a href="#">Service Contacts</a>	service-contacts.csv	Service Contacts	Required
<a href="#">K10+ Collection Occasions</a>	k10p.csv	K10+	Required
<a href="#">K5 Collection Occasions</a>	k5.csv	K5	Required
<a href="#">SDQ Collection Occasions</a>	sdq.csv	SDQ	Required
<a href="#">Practitioners</a>	practitioners.csv	Practitioners	Required for first upload and when practitioner information changes. Optional otherwise



File Type	CSV filename	Excel worksheet name	Required
<a href="#">Organisation</a>	organisations.csv	Organisations	Optional
<a href="#">Metadata</a>	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	Headspace Centre	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](#).

## 1.3. Data Specification Change log

### 1.3.1. 1/1/2019 - Version 1.0.1

- [Data model and specifications](#)
  - [Record formats](#)
    - [Service Contact](#)
      - Updated [Service Contact - Type](#) to add response 9 - Psychosocial support.
      - Updated [Service Contact - Venue](#) to change response 8 from 'Aged care centre' to 'Residential aged care facility'.
      - Updated [Service Contact - Venue](#) to add response 12 - Aged care centre - non-residential.

### 1.3.2. 12/10/2018

- Initial release.