



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

# **The Way Back Support Service Minimum Data Set and Dictionary**

As at 26 July, 2019

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# The Way Back

## Introduction

The Way Back Support Services ('The Way Back') Data Dictionary details the data concepts, elements and conditions intended to guide the data collection and reporting of the service at all levels. The dictionary is intended to provide guidance on the key data to be collected in relation to the service. The audience for The Way Back Data Guidelines includes:

- Primary Health Networks
- Funded organisations who deliver The Way Back Support Service
- Local Hospital Networks/Divisions and Community Mental Health Services as referrers to The Way Back Support Service
- Software vendors, who develop and provide software solutions utilised by funded organisations to collect, store and report The Way Back activity.
- Commonwealth, State and Territory Department of Health (and Human Services) staff (data collection and program managers) responsible for the development and management of data collections and associated documentation.

The Way Back Data Guidelines is comprised of two parts:

- Section 2 lists the data elements from the existing Primary Mental Health Care Minimum Data Set (PMHC MDS) which will be collected for The Way Back.
- Section 3 details the additional supplementary data elements which are specific to The Way Back including their definition, attributes, reporting requirements and guide for use.

## Data release and confidentiality

All data collection and reporting requirements are required to comply with relevant Commonwealth, State and Territory Information Privacy and Health Records regulations. Clients will be informed that some de-identified of the information collected through The Way Back Support Service will be utilised for Commonwealth, State and Territory planning and statistical purposes. Appropriate consent and ethics approval processes will be adhered to.

# Data Specification

## Key Concepts

Below is a list of key words that are commonly used within the PMHC MDS and their definitions. If you require more information, please click on the linked text to see the relevant data elements field definition as shown under Specifications.

### PMHC MDS

As TWB is an extension of the Primary Mental Health Care Minimum Data Set (PMHC MDS) the current PMHC MDS Key terms will be used. These are also available to be viewed at <https://docs.pmhc-mds.com/data-specification/data-model-and-specifications.html#key-concepts>.

### Primary Health Network

Primary Health Networks (PHNs) have been established by the Australian Government with the key objectives of increasing the efficiency and effectiveness of medical services for patients, particularly those at risk of poor health outcomes, and improving coordination of care to ensure patients receive the right care in the right place at the right time.

### Provider Organisation

The Provider Organisation is the business entity that the PHN has commissioned to provide the service.

### Practitioner

The Practitioner is the person who is delivering the service.

### Client

The Client (patient) is the person who is receiving the service.

### Episode

For the purposes of the PMHC MDS, an *Episode of Care* is defined as a more or less continuous period of contact between a client and a PHN-commissioned provider organisation/clinician that starts at the point of first contact, and concludes at discharge. Episodes comprise a series of one or more Service Contacts. This structure allows for a logical data collection protocol that specifies what data are collected when, and by whom. Different sets of PMHC MDS items are collected at various points in the client's engagement with the provider organisation. Some items are only collected once at the episode level, while others are collected at each *Service Contact*.

Three business rules apply to how the *Episode of Care* concept is implemented across PHN-commissioned services:

- **One episode at a time for each client, defined at the level of the provider organisation**

While an individual may have multiple *Episodes of Care* over the course of their illness, they may be considered as being in only one episode at any given point of time for **any particular PHN-commissioned provider organisation**. The implication is that the care provided by the organisation to an individual client at any point in time is subject to only one set of reporting requirements.

- **Episodes commence at the point of first contact.** The episode start date will be derived from the first service contact date.
- **Discharge from care concludes the episode**

Discharge may occur clinically or administratively in instances where contact has been lost with the client. A new episode is deemed to commence if the person re-presents to the organisation.

## **TWB-Episode**

TWB-Episode is the record format for collecting TWB episode data.

See [TWB-Episode](#) for the data elements for TWB-Episode.

## **Service Contact**

PMHC Service Contact data linked to an [Episode](#) will be used in TWB.

## **Outcome Collection Occasion**

A Collection Occasion is defined as an occasion during an Episode of Care when the required outcome measure is to be collected. At a minimum, collection of outcome data is required at both Episode Start and Episode End, but may be more frequent if clinically indicated and agreed by the client.

TWB will use the following measures:

- [WHO-5 Outcome Collection Occasion](#)
- [SIDAS Outcome Collection Occasion](#)
- [MSPSS Outcome Collection Occasion](#)

See [Collection Occasion Data Elements](#) data elements.

## **Identifier Management**

TWB is an extension of the Primary Mental Health Care Minimum Data Set (PMHC MDS); the current PMHC MDS Identifier Management rules apply. These are available to be viewed at <https://docs.pmhc-mds.com/data-specification/identifier-management.html>.

## Managing Collection Occasion Keys

The [Collection Occasion Key](#) will be created and managed by Provider Organisations.

The PMHC MDS specification requires each of these keys to be unique and stable at the Provider Organisation level. See below links for the specification requirements for these data elements:

- [Collection Occasion Key](#)

Each record needs to be assigned a unique key in order to facilitate adding/updating/deleting each item when uploading/entering data. These keys will be created and managed by the Provider Organisation.

Where data is being exported from client systems, these keys can be auto generated, providing that a key does not change once it is assigned.

## Managing PMHC MDS Episode Key

Each TWB Episode record needs to record the corresponding [PMHC MDS episode key](#) in order to link it to an existing episode within the PMHC data and facilitate adding/updating/deleting each item when uploading/entering TWB data.

See below links for the specification requirements for these data elements:

- [Episode Key](#)

## Identifying TWB-Episode data records

To enable the PMHC MDS to add a TWB-Episode record to a PMHC Episode, the '**!wayback**' tag must be included on the 'Tags' field of all TWB-Episode data records. If not included, the system will automatically include it.

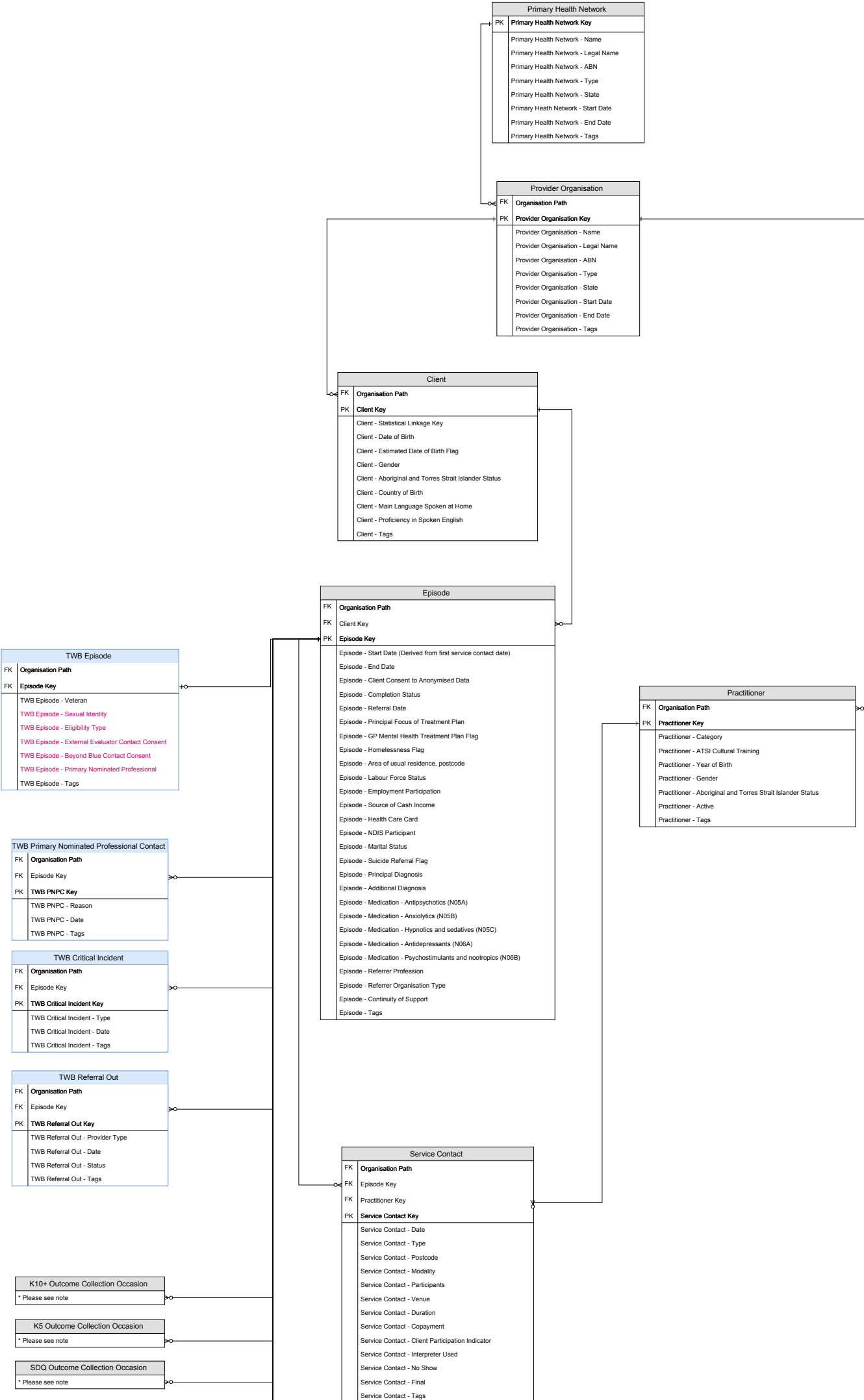
For users inputting data through the PMHC-MDS data entry interface adding this tag will enable the additional TWB specific data entry elements.

For users uploading data where the tag is not included but the upload includes the additional TWB fields, the system will automatically add the tag.

## Data Model and Specifications

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

## Data model

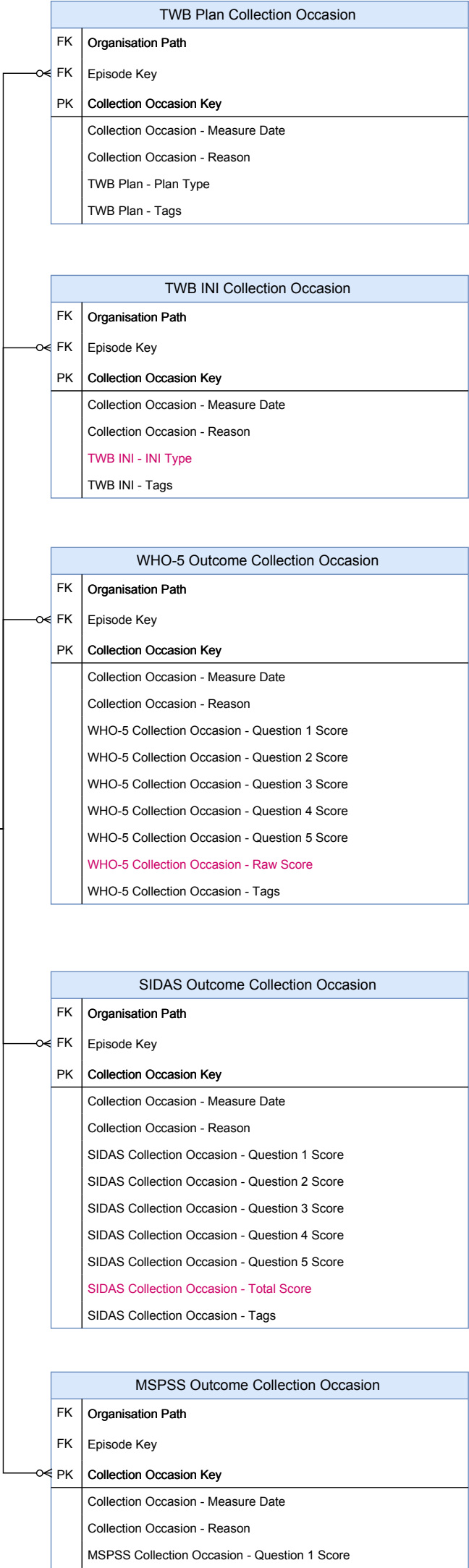




## ***Fig. 1 TWB data model within the PMHC MDS***

**Note:** [TWB Collection Occasion data model](#) for more details about Collection Occasion records.

| Episode |                                 |
|---------|---------------------------------|
| FK      | Organisation Path               |
| FK      | Client Key                      |
| PK      | Episode Key                     |
|         | Other Episode Items. *See Note. |
|         | ...                             |



## Fig. 2 TWB Collection Occasion data model

**Note:** See [TWB data model within the PMHC MDS](#) for more details about how Collection Occasion records fit into the overall structure.

### TWB Record formats

The Way Back adds the following records on top of PMHC MDS current specifications:

- See [TWB-Episode data specifications](#) for Individual Services Data.
- See [TWB-Primary Nominated Professional Contact data specifications](#) for Primary Nominated Professional Contact Data.
- See [TWB-Critical Incident data specifications](#) for Critical Incident Data.
- See [TWB-Referral Out data specifications](#) for Referral Out Data.
- See [TWB-Plan Outcome Collection Occasion data specifications](#) for Planning Data.
- See [TWB-INI Outcome Collection Occasion data specifications](#).
- See [WHO-5 Outcome Collection Occasion data specifications](#).
- See [SIDAS Outcome Collection Occasion data specifications](#).
- See [MSPSS Outcome Collection Occasion data specifications](#).

### Episode Data Elements

#### TWB-Episode

See [Episode](#) for definition of an episode.

Episodes are managed by the provider organisations via upload or data entry.

Table 1 Episode 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. |

| Data Element (Field Name)                             | Type (min,max) | Required | Format / Values  |
|---|----------------|----------|--|
| Episode Key (episode_key)                             | string (2,50)  | yes      | This is a number or code assigned to each PMHC MDS episode. The Episode Key is unique and stable for each episode at the level of the organisation. This key must link to an existing episode within the PMHC MDS. |
| TWB Episode - Veteran (twb_veteran)                   | string         | yes      | 1: Identifies as a veteran<br>Does not identify as a veteran<br>9: Not stated/<br>Inadequately described   |
| TWB Episode - Sexual Identity (twb_sexual_identity)   | string         | yes      | 1: Lesbian, gay or homosexual<br>2: Straight or heterosexual<br>3: Bisexual<br>4: Something else<br>5: Don't know<br>6: Not stated   |
| TWB Episode - Eligibility Type (twb_eligibility_type) | string         | yes      | 1: Primary Criteria<br>2: Secondary Criteria<br>3: Ineligible<br>98: Other<br>99: Not stated/<br>Inadequately described  |

| Data Element (Field Name)  | Type (min,max) | Required | Format / Values   |
|--|----------------|----------|---|
| <p>TWB Episode - External Evaluator Contact Consent<br/>(twb_external_evaluator_contact_consent)</p> | string         | yes      | <p>1: Consented to to be contacted by external evaluators</p> <p>2: Not consented to be contacted by external evaluators</p> <p>99: Not stated/ Inadequately described</p>  |
| <p>TWB Episode - Beyond Blue Contact Consent<br/>(twb_beyond_blue_contact_consent)</p>               | string         | yes      | <p>1: Consented to be contacted by Beyond Blue for the purposes of sharing my experience</p> <p>2: Not consented to be contacted by Beyond Blue for the purposes of sharing my experience</p> <p>99: Not stated/ Inadequately described</p> |

| Data Element (Field Name)  | Type (min,max) | Required | Format / Values   |
|--|----------------|----------|---|
| <a href="#">TWB Episode - Primary Nominated Professional</a><br>(twb_primary_nominated_professional) | string         | yes      | 1: GP/Medical Practitioner<br>2: Psychologist<br>3: Psychiatrist<br>4: Alcohol and other drug support worker<br>5: Family violence support worker<br>6: Disability support worker<br>7: Aged care facility/ service support worker<br>8: Correctional Case Manager<br>9: Sexual Assault service<br>10: Financial counsellor<br>11: Sexual health support service<br>12: Other medical specialist<br>97: No nomination provided<br>98: Other<br>99: Not stated/ Inadequately described |
| <a href="#">TWB Episode - Tags</a> (twb_episode_tags)  | string         | —        | List of tags for the TWB Episode.   |

### TWB-Primary Nominated Professional Contact

See [Episode](#) for definition of a Primary Nominated Professional Contact.

Primary Nominated Professional Contacts are managed by the provider organisations via upload or data entry.

*Table 2 Primary Nominated Professional Contact record layout*

| Data Element (Field Name)  | Type (min,max) | Required | Format / Values   |
|--|----------------|----------|---|
| <a href="#">Organisation Path</a><br>(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="#">TWB Primary Nominated Professional Contact Key</a><br>(twb_pnpc_key) | string (2,50)  | yes      | This is a number or code assigned to each primary nominated professional contact. The Primary Nominated Professional Contact Key is unique and stable for each Primary Nominated Professional 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 PMHC MDS episode. The Episode Key is unique and stable for each episode at the level of the organisation. This key must link to an existing episode within the PMHC MDS.                      |
| <a href="#">TWB PNPC - Reason</a><br>(twb_pnpc_reason)                           | string         | yes      | <div>1: Entry</div> <div>2: Exit</div>  |
| <a href="#">TWB PNPC - Date</a><br>(twb_pnpc_date)                               | date           | yes      | The date of contact between a service provider and the clients primary nominated professional.  |
| <a href="#">TWB PNPC - Tags</a><br>(twb_pnpc_tags)                               | string         | —        | List of tags for the TWB PNPC.  |

## TWB-Critical Incident

See [Episode](#) for definition of a Critical Incident.

Critical Incidents are managed by the provider organisations via upload or data entry.

Table 3 Critical Incident record layout

| Data Element (Field Name)  | Type (min,max) | Required | Format / Values  |
|--|----------------|----------|--|
| <a href="#">Organisation Path</a><br>(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="#">TWB Critical Incident Key</a><br>(twb_critical_incident_key)     | string (2,50)  | yes      | This is a number or code assigned to each critical incident. The Critical Incident Key is unique and stable for each Critical Incident 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 PMHC MDS episode. The Episode Key is unique and stable for each episode at the level of the organisation. This key must link to an existing episode within the PMHC MDS. |
| <a href="#">TWB Critical Incident - Type</a><br>(twb_critical_incident_type) | string         | yes      | <div>1: Suicide attempt of an active client</div> <div>2: Suicide death of an active client</div> <div>3: Death by other cause of an active client</div> <div>9: Not stated/ Inadequately described</div>          |
| <a href="#">TWB Critical Incident - Date</a><br>(twb_critical_incident_date) | date           | yes      | The date of the critical incident.   |
| <a href="#">TWB Critical Incident - Tags</a><br>(twb_critical_incident_tags) | string         | —        | List of tags for the TWB Critical Incident.  |

## TWB-Referral Out

See [Episode](#) for definition of a Referral Out.

Referral Outs are managed by the provider organisations via upload or data entry.



Table 4 Referral Out record layout

| Data Element (Field Name)                      | Type (min,max) | Required | Format / Values  |
|--|----------------|----------|--|
| Organisation Path<br>(organisation_path)       | string         | yes      | A sequence of colon separated Organisation Keys that fully specifies the Provider Organisation providing a service to the client.  |
| TWB Referral Out Key<br>(twb_referral_out_key) | string (2,50)  | yes      | This is a number or code assigned to each referral out. The Referral Out Key is unique and stable for each referral out at the level of the organisation.  |
| Episode Key (episode_key)                      | string (2,50)  | yes      | This is a number or code assigned to each PMHC MDS episode. The Episode Key is unique and stable for each episode at the level of the organisation. This key must link to an existing episode within the PMHC MDS. |

| Data Element (Field Name)  | Type (min,max) | Required | Format / Values   |
|--|----------------|----------|---|
| TWB Referral Out - Provider Type<br>(twb_referral_out_provider_type) | string         | yes      | <div>3: GP/Medical Practitioner</div> <div>4: Hospital</div> <div>5: Psychiatric/ mental health service or facility</div> <div>6: Alcohol and other drug treatment service</div> <div>7: Other community/ health care service</div> <div>8: Correctional service</div> <div>9: Police diversion</div> <div>10: Court diversion</div> <div>11: Legal service</div> <div>12: Child protection agency</div> <div>13: Community support groups/ agencies</div> <div>14: Centrelink or employment service</div> <div>15: Housing and homelessness service</div> <div>16: Telephone &amp; online services/ referral agency e.g. direct line</div> <div>17: Disability support service</div> <div>18: Aged care facility/service</div> <div>19: Immigration department or asylum seeker/ refugee support service</div> <div>20: School/other education or training institution</div> |

| Data Element (Field Name) | Type (min,max) | Required | Format / Values                                      |
|---------------------------|----------------|----------|--|
|                           |                |          | 22: Community based Drug and Alcohol Service         |
|                           |                |          | 23: Youth service (non-AOD)                          |
|                           |                |          | 24: Indigenous service (non-AOD)                     |
|                           |                |          | 25: Extended care/ rehabilitation facility           |
|                           |                |          | 26: Palliative care service                          |
|                           |                |          | 27: Police (not diversion)                           |
|                           |                |          | 28: Public dental provider - community dental agency |
|                           |                |          | 29: Dental Hospital                                  |
|                           |                |          | 30: Private Dental Provider                          |
|                           |                |          | 31: Early childhood service                          |
|                           |                |          | 32: Maternal and Child Health Service                |
|                           |                |          | 33: Community nursing service                        |
|                           |                |          | 34: Emergency relief                                 |
|                           |                |          | 35: Family support service (excl family violence)    |
|                           |                |          | 36: Family violence service                          |
|                           |                |          | 37: Gambling support service                         |
|                           |                |          | 38: Maternity services                               |
|                           |                |          | 39: Peer support/ self-help group                    |
|                           |                |          | 40: Private allied health provider                   |
|                           |                |          | 41: Sexual Assault service                           |
|                           |                |          | 42: Financial counsellor                             |
|                           |                |          | 43: Sexual health service                            |

| Data Element (Field Name)                              | Type (min,max) | Required | Format / Values   |
|--|----------------|----------|---|
|  |                |          | 44: Medical specialist<br>97: No Referral<br>98: Other<br>99: Not stated/<br>Inadequately described   |
| TWB Referral Out - Date<br>(twb_referral_out_date)     | date           | yes      | The date the Service Provider made the referral out to an external service/ organisation.   |
| TWB Referral Out - Status<br>(twb_referral_out_status) | string         | yes      | 1: Service commenced<br>2: Service completed<br>3: Waitlisted<br>4: Referral not accepted<br>5: Client declined to take up referral<br>6: Client deceased prior to service commencement<br>98: Other<br>99: Not stated/<br>Inadequately described |
| TWB Referral Out - Tags<br>(twb_referral_out_tags)     | string         | —        | List of tags for TWB Referral Out.  |

## Collection Occasion Data Elements

See [Outcome Collection Occasion](#) for definition of an outcome collection occasion.

Outcome collection occasions are managed by the provider organisations via upload or data entry.

TWB requires the use of the following outcome collection occasion measures.

## TWB Plan Outcome Collection Occasion

Table 5 TWB Plan record layout

| Data Element (Field Name)   | Type (min,max) | Required | Format / Values  |
|---|----------------|----------|--|
| <a href="#">Organisation Path</a><br>(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="#">Collection Occasion Key</a><br>(collection_occasion_key)    | string (2,50)  | yes      | This is a number or code assigned to each collection occasion of outcome measures. The Collection Occasion Key is unique and stable for each collection occasion at the level of the organisation. |
| <a href="#">Episode Key</a> (episode_key)                               | string (2,50)  | yes      |  |
| <a href="#">Collection Occasion - Measure Date</a><br>(measure_date)    | date           | yes      | The date the measure was given.  |
| <a href="#">Collection Occasion - Reason</a><br>(reason_for_collection) | string         | yes      | <b>1:</b> Episode start<br><b>2:</b> Review<br><b>3:</b> Episode end   |
| <a href="#">TWB Plan - Plan Type</a><br>(twb_plan_type)                 | string         | yes      | <b>1:</b> <div>Safety</div><br><b>2:</b> Support   |
| <a href="#">TWB Plan - Tags</a><br>(twb_plan_tags)                      | string         | —        | List of tags for the collection occasion.  |

## TWB INI Outcome Collection Occasion

Table 6 TWB Plan record layout

| Data Element (Field Name)                                | Type (min,max) | Required | Format / Values   |
|--|----------------|----------|---|
| <a href="#">Organisation Path</a><br>(organisation_path) | string         | yes      | A sequence of colon separated Organisation Keys that fully specifies the Provider Organisation providing a service to the client. |

| Data Element (Field Name)                               | Type (min,max) | Required | Format / Values  |
|---|----------------|----------|--|
| Collection Occasion Key<br>(collection_occasion_key)    | string (2,50)  | yes      | This is a number or code assigned to each collection occasion of outcome measures. The Collection Occasion Key is unique and stable for each collection occasion at the level of the organisation. |
| Episode Key (episode_key)                               | string (2,50)  | yes      |  |
| Collection Occasion - Measure Date<br>(measure_date)    | date           | yes      | The date the measure was given.  |
| Collection Occasion - Reason<br>(reason_for_collection) | string         | yes      | 1: Episode start<br>2: Review<br>3: Episode end  |

| Data Element (Field Name)        | Type (min,max) | Required | Format / Values   |
|----------------------------------|----------------|----------|---|
| TWB INI - Type<br>(twb_ini_type) | string         | yes      | 1: Self-care and diet (Incl. Self-Neglect)<br>2: Mental Health<br>3: Safety to Self/ Others<br>4: Accommodation<br>5: Financial<br>6: Daily Structure and Interests<br>7: Stigma and Harassment<br>8: Social Contacts<br>9: Close Relationships (Incl. Carer, If Applicable)<br>10: Language and Culture<br>11: Physical Health and Disability<br>12: Daily Living<br>13: Employment<br>14: Information About Condition and Treatment<br>15: Alcohol and Drugs<br>16: Childcare and Parenting<br>17: Educational Needs (Incl. Literacy & Numeracy)<br>18: Transport<br>19: Sexual Issues<br>20: Spirituality<br>98: Other<br>99: Not stated/ Inadequately described |
| TWB INI - Tags<br>(twb_ini_tags) | string         | —        | List of tags for the collection occasion.   |

## WHO-5 Outcome Collection Occasion

Table 7 WHO-5 record layout

| Data Element (Field Name)   | Type (min,max) | Required | Format / Values   |
|---|----------------|----------|---|
| <a href="#">Organisation Path</a><br>(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="#">Collection Occasion Key</a><br>(collection_occasion_key)    | string (2,50)  | yes      | This is a number or code assigned to each collection occasion of outcome measures. The Collection Occasion Key is unique and stable for each collection occasion at the level of the organisation.                              |
| <a href="#">Episode Key</a> (episode_key)                               | string (2,50)  | yes      |   |
| <a href="#">Collection Occasion - Measure Date</a><br>(measure_date)    | date           | yes      | The date the measure was given.   |
| <a href="#">Collection Occasion - Reason</a><br>(reason_for_collection) | string         | yes      | <b>1:</b> Episode start<br><b>2:</b> Review<br><b>3:</b> Episode end  |
| <a href="#">WHO-5 - Question 1</a><br>(who5_item1)                      | string         | yes      | <b>0:</b> At no time<br><b>1:</b> Some of the time<br><b>2:</b> Less than half of the time<br><b>3:</b> More than half of the time<br><b>4:</b> Most of the time<br><b>5:</b> All of the time<br><b>9:</b> Not stated / Missing |



| Data Element (Field Name)          | Type (min,max) | Required | Format / Values  |
|------------------------------------|----------------|----------|--|
| WHO-5 - Question 2<br>(who5_item2) | string         | yes      | 0: At no time<br>1: Some of the time<br>2: Less than half of the time<br>3: More than half of the time<br>4: Most of the time<br>5: All of the time<br>9: Not stated / Missing |
| WHO-5 - Question 3<br>(who5_item3) | string         | yes      | 0: At no time<br>1: Some of the time<br>2: Less than half of the time<br>3: More than half of the time<br>4: Most of the time<br>5: All of the time<br>9: Not stated / Missing |
| WHO-5 - Question 4<br>(who5_item4) | string         | yes      | 0: At no time<br>1: Some of the time<br>2: Less than half of the time<br>3: More than half of the time<br>4: Most of the time<br>5: All of the time<br>9: Not stated / Missing |

| Data Element (Field Name)             | Type (min,max) | Required | Format / Values  |
|---------------------------------------|----------------|----------|--|
| WHO-5 - Question 5<br>(who5_item5)    | string         | yes      | 0: At no time<br>1: Some of the time<br>2: Less than half of the time<br>3: More than half of the time<br>4: Most of the time<br>5: All of the time<br>9: Not stated / Missing |
| WHO-5 - Raw Score<br>(who5_raw_score) | integer        | yes      | 0 - 25, 99 = Not stated / Missing  |
| WHO-5 - Tags<br>(who5_tags)           | string         | —        | List of tags for the collection occasion.  |

## SIDAS Outcome Collection Occasion

Table 8 SIDAS record layout

| Data Element (Field Name)                            | Type (min,max) | Required | Format / Values  |
|--|----------------|----------|--|
| Organisation Path<br>(organisation_path)             | string         | yes      | A sequence of colon separated Organisation Keys that fully specifies the Provider Organisation providing a service to the client.  |
| Collection Occasion Key<br>(collection_occasion_key) | string (2,50)  | yes      | This is a number or code assigned to each collection occasion of outcome measures. The Collection Occasion Key is unique and stable for each collection occasion at the level of the organisation. |
| Episode Key (episode_key)                            | string (2,50)  | yes      |  |
| Collection Occasion - Measure Date<br>(measure_date) | date           | yes      | The date the measure was given.  |

| Data Element (Field Name)                               | Type (min,max) | Required | Format / Values                                 |
|---|----------------|----------|---|
| Collection Occasion - Reason<br>(reason_for_collection) | string         | yes      | 1: Episode start<br>2: Review<br>3: Episode end |
| SIDAS - Question 1<br>(sidas_item1)                     | integer        | yes      | 0 - 10, 99 = Not stated / Missing               |
| SIDAS - Question 2<br>(sidas_item2)                     | integer        | yes      | 0 - 10, 99 = Not stated / Missing               |
| SIDAS - Question 3<br>(sidas_item3)                     | integer        | yes      | 0 - 10, 99 = Not stated / Missing               |
| SIDAS - Question 4<br>(sidas_item4)                     | integer        | yes      | 0 - 10, 99 = Not stated / Missing               |
| SIDAS - Question 5<br>(sidas_item5)                     | integer        | yes      | 0 - 10, 99 = Not stated / Missing               |
| SIDAS - Tags (sidas_tags)                               | string         | —        | List of tags for the collection occasion.       |

## MSPSS Outcome Collection Occasion

Table 9 MSPSS record layout

| Data Element (Field Name)                            | Type (min,max) | Required | Format / Values  |
|--|----------------|----------|--|
| Organisation Path<br>(organisation_path)             | string         | yes      | A sequence of colon separated Organisation Keys that fully specifies the Provider Organisation providing a service to the client.  |
| Collection Occasion Key<br>(collection_occasion_key) | string (2,50)  | yes      | This is a number or code assigned to each collection occasion of outcome measures. The Collection Occasion Key is unique and stable for each collection occasion at the level of the organisation. |
| Episode Key (episode_key)                            | string (2,50)  | yes      |  |
| Collection Occasion - Measure Date (measure_date)    | date           | yes      | The date the measure was given.  |

| Data Element (Field Name)                               | Type (min,max) | Required | Format / Values  |
|---|----------------|----------|--|
| Collection Occasion - Reason<br>(reason_for_collection) | string         | yes      | 1: Episode start<br>2: Review<br>3: Episode end  |
| MSPSS - Question 1<br>(mspss_item1)                     | string         | yes      | 1: Very Strongly Disagree<br>2: Strongly Disagree<br>3: Mildly Disagree<br>4: Neutral<br>5: Mildly Agree<br>6: Strongly Agree<br>7: Very Strongly Agree<br>9: Not stated / Missing |
| MSPSS - Question 2<br>(mspss_item2)                     | string         | yes      | 1: Very Strongly Disagree<br>2: Strongly Disagree<br>3: Mildly Disagree<br>4: Neutral<br>5: Mildly Agree<br>6: Strongly Agree<br>7: Very Strongly Agree<br>9: Not stated / Missing |

| Data Element (Field Name)           | Type (min,max) | Required | Format / Values  |
|-------------------------------------|----------------|----------|--|
| MSPSS - Question 3<br>(mspss_item3) | string         | yes      | 1: Very Strongly Disagree<br>2: Strongly Disagree<br>3: Mildly Disagree<br>4: Neutral<br>5: Mildly Agree<br>6: Strongly Agree<br>7: Very Strongly Agree<br>9: Not stated / Missing |
| MSPSS - Question 4<br>(mspss_item4) | string         | yes      | 1: Very Strongly Disagree<br>2: Strongly Disagree<br>3: Mildly Disagree<br>4: Neutral<br>5: Mildly Agree<br>6: Strongly Agree<br>7: Very Strongly Agree<br>9: Not stated / Missing |

| Data Element (Field Name)           | Type (min,max) | Required | Format / Values  |
|-------------------------------------|----------------|----------|--|
| MSPSS - Question 5<br>(mspss_item5) | string         | yes      | 1: Very Strongly Disagree<br>2: Strongly Disagree<br>3: Mildly Disagree<br>4: Neutral<br>5: Mildly Agree<br>6: Strongly Agree<br>7: Very Strongly Agree<br>9: Not stated / Missing |
| MSPSS - Question 6<br>(mspss_item6) | string         | yes      | 1: Very Strongly Disagree<br>2: Strongly Disagree<br>3: Mildly Disagree<br>4: Neutral<br>5: Mildly Agree<br>6: Strongly Agree<br>7: Very Strongly Agree<br>9: Not stated / Missing |

| Data Element (Field Name)           | Type (min,max) | Required | Format / Values  |
|-------------------------------------|----------------|----------|--|
| MSPSS - Question 7<br>(mspss_item7) | string         | yes      | 1: Very Strongly Disagree<br>2: Strongly Disagree<br>3: Mildly Disagree<br>4: Neutral<br>5: Mildly Agree<br>6: Strongly Agree<br>7: Very Strongly Agree<br>9: Not stated / Missing |
| MSPSS - Question 8<br>(mspss_item8) | string         | yes      | 1: Very Strongly Disagree<br>2: Strongly Disagree<br>3: Mildly Disagree<br>4: Neutral<br>5: Mildly Agree<br>6: Strongly Agree<br>7: Very Strongly Agree<br>9: Not stated / Missing |

| Data Element (Field Name)             | Type (min,max) | Required | Format / Values  |
|---------------------------------------|----------------|----------|--|
| MSPSS - Question 9<br>(mspss_item9)   | string         | yes      | 1: Very Strongly Disagree<br>2: Strongly Disagree<br>3: Mildly Disagree<br>4: Neutral<br>5: Mildly Agree<br>6: Strongly Agree<br>7: Very Strongly Agree<br>9: Not stated / Missing |
| MSPSS - Question 10<br>(mspss_item10) | string         | yes      | 1: Very Strongly Disagree<br>2: Strongly Disagree<br>3: Mildly Disagree<br>4: Neutral<br>5: Mildly Agree<br>6: Strongly Agree<br>7: Very Strongly Agree<br>9: Not stated / Missing |



| Data Element (Field Name)  | Type (min,max) | Required | Format / Values  |
|--|----------------|----------|--|
| MSPSS - Question 11<br>(mspss_item11)                                    | string         | yes      | 1: Very Strongly Disagree<br>2: Strongly Disagree<br>3: Mildly Disagree<br>4: Neutral<br>5: Mildly Agree<br>6: Strongly Agree<br>7: Very Strongly Agree<br>9: Not stated / Missing |
| MSPSS - Question 12<br>(mspss_item12)                                    | string         | yes      | 1: Very Strongly Disagree<br>2: Strongly Disagree<br>3: Mildly Disagree<br>4: Neutral<br>5: Mildly Agree<br>6: Strongly Agree<br>7: Very Strongly Agree<br>9: Not stated / Missing |
| MSPSS - Significant Other Subscale<br>(mspss_significant_other_subscale) | integer        | yes      | 1 - 7, 99 = Not stated / Missing   |
| MSPSS - Family Subscale<br>(mspss_family_subscale)                       | integer        | yes      | 1 - 7, 99 = Not stated / Missing   |
| MSPSS - Friends Subscale<br>(mspss_friends_subscale)                     | integer        | yes      | 1 - 7, 99 = Not stated / Missing   |
| MSPSS - Total Scale<br>(mspss_total_scale)                               | integer        | yes      | 1 - 7, 99 = Not stated / Missing   |
| MSPSS - Tags (mspss_tags)  | string         | —        | List of tags for the collection occasion.  |

## Metadata

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

*Table 10 Metadata record layout*

| Data Element (Field Name)     | Type (min,max) | Required | Format / Values      |
|-------------------------------|----------------|----------|----------------------|
| <a href="#">Key</a> (key)     | string         | yes      | A metadata key name. |
| <a href="#">Value</a> (value) | string         | yes      | The metadata value.  |

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

|         |         |
|---------|---------|
| key     | value   |
| type    | wayback |
| version | 2.0     |

## PMHC MDS Record Formats

As TWB 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>.

---

## TWB Definitions

### Definitions

#### Collection Occasion - Measure Date

The date the measure was given.

**Field name:** measure\_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:** If the date the measure was given is unknown, 09099999 should be used.

- The measure date must not be before 1st January 2016.
- The measure date must not be in the future.

---

## Collection Occasion - Reason

The reason for the collection of the outcome measures on the identified Outcome Collection Occasion.

**Field name:** reason\_for\_collection

**Data type:** string

**Required:** yes

**Domain:**

- 1: Episode start
- 2: Review
- 3: Episode end

### 1 - Episode start

Refers to an outcome measure undertaken at the beginning of an Episode of Care. For the purposes of the PMHC MDS protocol, episodes may start at the point of first Service Contact with a new client who has not been seen previously by the organisation, or a first contact for a new Episode of Care for a client who has received services from the organisation in a previous Episode of Care that has been completed.

### 2 - Review

Refers to an outcome measure undertaken during the course of an Episode of Care that post-dates Episode Start and pre-dates Episode End. An outcome measure may be undertaken at Review for a number of reasons including:

- in response to critical clinical events or changes in the client's mental health status;
- following a client-requested review; or
- other situations where a review may be indicated.

### 3 - Episode end

Refers to the outcome measures collected at the end of an Episode of Care.

---

## Collection Occasion Key

This is a number or code assigned to each collection occasion of outcome measures. The Collection Occasion Key is unique and stable for each collection occasion at the level of the organisation.

**Field name:** collection\_occasion\_key

**Data type:** string (2,50)

**Required:** yes

**Notes:** Collection occasion keys are case sensitive and must be valid unicode characters.

---

## Episode Key

This is a number or code assigned to each PMHC MDS episode. The Episode Key is unique and stable for each episode at the level of the organisation. This key must link to an existing episode within the PMHC MDS.

**Field name:** episode\_key

**Data type:** string (2,50)

**Required:** yes

**Notes:** Episode Keys must be generated by the organisation to be unique at the provider organisation level and must persist across time. Creation of episode keys in this way allows clients to be merged (where duplicate Client Keys have been identified) without having to re-allocate episode identifiers since they can never clash.

A recommended approach for the creation of Episode Keys is to compute [random UUIDs](#).

---

## Key

A metadata key name.

**Field name:** key

**Data type:** string

**Required:** yes

---

## MSPSS - Family Subscale

**Field name:** mspss\_family\_subscale

**Data type:** integer

**Required:** yes

**Domain:** 1 - 7, 99 = Not stated / Missing

To obtain a MSPSS Family Subscale ranging from 1 to 7, sum across items 3, 4, 8 & 11, then divide by 4.

**Notes:** For the Family Subscale, the missing value used should be 99.

When reporting individual item scores use '99 - Not stated / Missing'

---

## **MSPSS - Friends Subscale**

**Field name:** mspss\_friends\_subscale

**Data type:** integer

**Required:** yes

**Domain:** 1 - 7, 99 = Not stated / Missing

To obtain a MSPSS Friends Subscale ranging from 1 to 7, sum across items 6, 7, 9 & 12, then divide by 4.

**Notes:** For the Friends Subscale, the missing value used should be 99.

When reporting individual item scores use '99 - Not stated / Missing'

---

## **MSPSS - Question 1**

There is a special person who is around when I am in need

**Field name:** mspss\_item1

**Data type:** string

**Required:** yes

1: Very Strongly Disagree

2: Strongly Disagree

3: Mildly Disagree

4: Neutral

**Domain:** 5: Mildly Agree

6: Strongly Agree

7: Very Strongly Agree

9: Not stated / Missing

**Notes:** When reporting total score use '9 - Not stated / Missing'

---

## MSPSS - Question 2

There is a special person with whom I can share joys and sorrows

**Field name:** mspss\_item2

**Data type:** string

**Required:** yes

1: Very Strongly Disagree

2: Strongly Disagree

3: Mildly Disagree

4: Neutral

**Domain:** 5: Mildly Agree

6: Strongly Agree

7: Very Strongly Agree

9: Not stated / Missing

**Notes:** When reporting total score use '9 - Not stated / Missing'

---

## MSPSS - Question 3

My family really tries to help me

**Field name:** mspss\_item3

**Data type:** string

**Required:** yes

1: Very Strongly Disagree

2: Strongly Disagree

3: Mildly Disagree

4: Neutral

**Domain:** 5: Mildly Agree

6: Strongly Agree

7: Very Strongly Agree

9: Not stated / Missing

**Notes:** When reporting total score use '9 - Not stated / Missing'

---

## MSPSS - Question 4

I get the emotional help & support I need from my family

**Field name:** mspss\_item4

**Data type:** string

**Required:** yes

1: Very Strongly Disagree

2: Strongly Disagree

3: Mildly Disagree

4: Neutral

**Domain:** 5: Mildly Agree

6: Strongly Agree

7: Very Strongly Agree

9: Not stated / Missing

**Notes:** When reporting total score use '9 - Not stated / Missing'

---

## MSPSS - Question 5

I have a special person who is a real source of comfort to me

**Field name:** mspss\_item5

**Data type:** string

**Required:** yes

1: Very Strongly Disagree

2: Strongly Disagree

3: Mildly Disagree

4: Neutral

**Domain:** 5: Mildly Agree

6: Strongly Agree

7: Very Strongly Agree

9: Not stated / Missing

**Notes:** When reporting total score use '9 - Not stated / Missing'

---

## MSPSS - Question 6

My friends really try to help me

**Field name:** mspss\_item6

**Data type:** string

**Required:** yes

1: Very Strongly Disagree

2: Strongly Disagree

3: Mildly Disagree

4: Neutral

**Domain:** 5: Mildly Agree

6: Strongly Agree

7: Very Strongly Agree

9: Not stated / Missing

**Notes:** When reporting total score use '9 - Not stated / Missing'

---



## MSPSS - Question 7

I can count on my friends when things go wrong

**Field name:** mspss\_item7

**Data type:** string

**Required:** yes

1: Very Strongly Disagree

2: Strongly Disagree

3: Mildly Disagree

4: Neutral

**Domain:** 5: Mildly Agree

6: Strongly Agree

7: Very Strongly Agree

9: Not stated / Missing

**Notes:** When reporting total score use '9 - Not stated / Missing'

---

## MSPSS - Question 8

I can talk about my problems with my family

**Field name:** mspss\_item8

**Data type:** string

**Required:** yes

1: Very Strongly Disagree

2: Strongly Disagree

3: Mildly Disagree

4: Neutral

**Domain:** 5: Mildly Agree

6: Strongly Agree

7: Very Strongly Agree

9: Not stated / Missing

**Notes:** When reporting total score use '9 - Not stated / Missing'

---

## MSPSS - Question 9

I have friends with whom I can share my joys and sorrows

**Field name:** mspss\_item9

**Data type:** string

**Required:** yes

1: Very Strongly Disagree

2: Strongly Disagree

3: Mildly Disagree

4: Neutral

**Domain:** 5: Mildly Agree

6: Strongly Agree

7: Very Strongly Agree

9: Not stated / Missing

**Notes:** When reporting total score use '9 - Not stated / Missing'

---

## MSPSS - Question 10

There is a special person in my life who cares about my feelings

**Field name:** mspss\_item10

**Data type:** string

**Required:** yes

1: Very Strongly Disagree

2: Strongly Disagree

3: Mildly Disagree

4: Neutral

**Domain:** 5: Mildly Agree

6: Strongly Agree

7: Very Strongly Agree

9: Not stated / Missing

**Notes:** When reporting total score use '9 - Not stated / Missing'

---

### MSPSS - Question 11

My family is willing to help me make decisions

**Field name:** mspss\_item11

**Data type:** string

**Required:** yes

1: Very Strongly Disagree

2: Strongly Disagree

3: Mildly Disagree

4: Neutral

**Domain:** 5: Mildly Agree

6: Strongly Agree

7: Very Strongly Agree

9: Not stated / Missing

**Notes:** When reporting total score use '9 - Not stated / Missing'

---

### MSPSS - Question 12

I can talk about my problems with my friends

**Field name:** mspss\_item12

**Data type:** string

**Required:** yes

1: Very Strongly Disagree

2: Strongly Disagree

3: Mildly Disagree

4: Neutral

**Domain:** 5: Mildly Agree

6: Strongly Agree

7: Very Strongly Agree

9: Not stated / Missing

**Notes:** When reporting total score use '9 - Not stated / Missing'

---

## MSPSS - Significant Other Subscale

**Field name:** mspss\_significant\_other\_subscale

**Data type:** integer

**Required:** yes

**Domain:** 1 - 7, 99 = Not stated / Missing

To obtain a MSPSS Significant Other Subscale ranging from 1 to 7, sum across items 1, 2, 5 & 10, then divide by 4.

**Notes:** For the Significant Other Subscale, the missing value used should be 99.

When reporting individual item scores use '99 - Not stated / Missing'

---

## MSPSS - Tags

List of tags for the collection occasion.

**Field name:** mspss\_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`.

---

## MSPSS - Total Scale

**Field name:** mspss\_total\_scale

**Data type:** integer

**Required:** yes

**Domain:** 1 - 7, 99 = Not stated / Missing

To obtain a MSPSS Total Scale ranging from 1 to 7, sum across all 12 items, then divide by 12.

**Notes:** For the Total Scale, the missing value used should be 99.

When reporting individual item scores use '99 - Not stated / Missing'

---

## 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      |

---

## SIDAS - Question 1

In the past month, how often have you had thoughts about suicide?

**Field name:** sidas\_item1

**Data type:** integer

**Required:** yes

**Domain:** 0 - 10, 99 = Not stated / Missing

**Notes:** 0 = Never, 10 = Always

---

## SIDAS - Question 2

In the past month, how much control have you had over these thoughts?

**Field name:** sidas\_item2

**Data type:** integer

**Required:** yes

**Domain:** 0 - 10, 99 = Not stated / Missing

**Notes:** 0 = No control, 10 = Full control

---

## SIDAS - Question 3

In the past month, how close have you come to making an attempt?

**Field name:** sidas\_item3

**Data type:** integer

**Required:** yes

**Domain:** 0 - 10, 99 = Not stated / Missing

**Notes:** 0 = Not close at all, 10 = Made an attempt

---

## SIDAS - Question 4

In the past month, to what extent have you felt tormented by thoughts about suicide?

**Field name:** sidas\_item4

**Data type:** integer

**Required:** yes

**Domain:** 0 - 10, 99 = Not stated / Missing

**Notes:** 0 = Not at all, 10 = Extremely

---

## SIDAS - Question 5

In the past month, how much have thoughts about suicide interfered with your ability to carry out daily activities, such as work, household tasks or social activities?

**Field name:** sidas\_item5

**Data type:** integer

**Required:** yes

**Domain:** 0 - 10, 99 = Not stated / Missing

**Notes:** 0 = Not at all, 10 = Extremely

---

## SIDAS - Tags

List of tags for the collection occasion.

**Field name:** sidas\_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.

---

## TWB Critical Incident - Date

The date of the critical incident.

**Field name:** twb\_critical\_incident\_date

**Data type:** date

**Required:** yes

**Reporting requirements** Mandatory where critical incident type is present.

**Notes:** **Guide for use** Requires services to record the date and time of when a critical incident was reported.

**Purpose/context** Program monitoring, service planning, funding and accountability. Measurement of waiting times.

---

## TWB Critical Incident - Tags

List of tags for the TWB Critical Incident.

**Field name:** twb\_critical\_incident\_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`.

---

## TWB Critical Incident - Type

The type of critical incident.

**Field name:** twb\_critical\_incident\_type

**Data type:** string

**Required:** yes

**1:** Suicide attempt of an active client

**2:** Suicide death of an active client

**Domain:** **3:** Death by other cause of an active client

**9:** Not stated/Inadequately described

**Reporting requirements** Mandatory where a critical incident is reported.

**Notes:** **Guide for use** It is acknowledged that due to the nature of the project and the reporting of suicide, Beyond Blue and stakeholders may not be advised of all critical incidents, particularly if individuals are no longer involved with the service. It is also acknowledged that each Service Provider will have the appropriate risk management strategies in place for handling Critical Incidents.

**Purpose/context** Program monitoring, service planning, funding and accountability.

---

## TWB Critical Incident Key

This is a number or code assigned to each critical incident. The Critical Incident Key is unique and stable for each Critical Incident at the level of the organisation.

**Field name:** twb\_critical\_incident\_key

**Data type:** string (2,50)

**Required:** yes

**Notes:** TWB Critical Incident keys are case sensitive and must be valid unicode characters.

---

## TWB Episode - Beyond Blue Contact Consent

The status of whether the client has consented to be contacted by Beyond Blue.

**Field name:** twb\_beyond\_blue\_contact\_consent

**Data type:** string

**Required:** yes

**Domain:**

- 1: Consented to be contacted by Beyond Blue for the purposes of sharing my experience
- 2: Not consented to be contacted by Beyond Blue for the purposes of sharing my experience
- 99: Not stated/Inadequately described

**Reporting requirements** Mandatory – All clients

**Notes:** **Guide for use** A client may decline to participate in contact by Beyond Blue for the purpose of sharing experiences. This does not effect their eligibility for the service.

**Purpose/context** Program monitoring, service planning. Understanding service demand and presenting client profile.

---

## TWB Episode - Eligibility Type

The criteria by which the client is eligible for service.

**Field name:** twb\_eligibility\_type

**Data type:** string

**Required:** yes

**Domain:**

- 1: Primary Criteria
- 2: Secondary Criteria
- 3: Ineligible
- 98: Other
- 99: Not stated/Inadequately described

**Reporting requirements** Mandatory – All clients

**Notes:** **Guide for use** It is best to record eligibility type when the client is referred to the service, when first in contact with the client or during an initial assessment.

**Purpose/context** Program monitoring, service planning. Understanding service demand and presenting client profile.

---

## **TWB Episode - External Evaluator Contact Consent**

The status of whether the client has consented to be contacted by external evaluators.

**Field name:** twb\_external\_evaluator\_contact\_consent

**Data type:** string

**Required:** yes

**Domain:**

- 1: Consented to to be contacted by external evaluators
- 2: Not consented to be contacted by external evaluators
- 99: Not stated/Inadequately described

**Reporting requirements** Mandatory – All clients

**Notes:** **Guide for use** A client may decline to participate in external evaluations for the purpose of sharing experiences. This does not effect their eligibility for the service.

**Purpose/context** Program monitoring, service planning. Understanding service demand and presenting client profile.

---

## **TWB Episode - Primary Nominated Professional**

The primary nominated professional of the client for contact regarding participation in the service.

**Field name:** twb\_primary\_nominated\_professional

**Data type:** string

**Required:** yes

|         |     |   |
|---------|-----|---|
| Domain: | 1:  | GP/Medical Practitioner                   |
|         | 2:  | Psychologist                              |
|         | 3:  | Psychiatrist                              |
|         | 4:  | Alcohol and other drug support worker     |
|         | 5:  | Family violence support worker            |
|         | 6:  | Disability support worker                 |
|         | 7:  | Aged care facility/service support worker |
|         | 8:  | Correctional Case Manager                 |
|         | 9:  | Sexual Assault service                    |
|         | 10: | Financial counsellor                      |
|         | 11: | Sexual health support service             |
|         | 12: | Other medical specialist                  |
|         | 97: | No nomination provided                    |
|         | 98: | Other                                     |
|         | 99: | Not stated/Inadequately described         |

**Reporting requirements** Mandatory where Episode—TWB Consent type =1

**Notes:** **Guide for use** The primary nominated professional of the client is the professional or support worker that the client consents to be advised of their participation in The Way Back Support Service. If a client does not wish for anyone to be advised then code 97 indicates no consent.

**Purpose/context** Program monitoring, service planning.

---

## TWB Episode - Sexual Identity

Sexual Identity client self-identification.

**Field name:** twb\_sexual\_identity

**Data type:** string

**Required:** yes

- Domain:**
- 1: Lesbian, gay or homosexual
  - 2: Straight or heterosexual
  - 3: Bisexual
  - 4: Something else
  - 5: Don't know
  - 6: Not stated

**Reporting requirements** Mandatory where Episode—TWB Consent type =1

**Notes:** **Guide for use**

**Purpose/context** Program monitoring, service planning Understanding access and service utilisation of population groups.

---

## TWB Episode - Tags

List of tags for the TWB Episode.

**Field name:** twb\_episode\_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**.

---

## TWB Episode - Veteran

Whether the client identifies as a veteran.

**Field name:** twb\_veteran

**Data type:** string

**Required:** yes

1: Identifies as a veteran

2: Does not identify as a veteran

**Domain:**

9: Not stated/Inadequately described

A 'veteran' is defined in s.5C of the VEA as a person who: \* has rendered 'eligible war service'; \* was a member of the Australian armed services forces who, after 31 July 1962, was engaged in warlike operations against hostile forces outside Australia but not on 'operational service' in an operational area and was injured, contracted a disease or died due to action of hostile forces; or \* is a 'Commonwealth veteran', 'allied veteran' or 'allied mariner' (for service pension, Repatriation Pharmaceutical Benefits Card and Commonwealth Seniors Health Card purposes only).

**Notes:**

'Eligible war service' is defined in s.7 of the VEA and includes: \* 'operational service'; \* continuous full-time service (CFTS) in the Australian armed services in World War I; \* CFTS in World War II in the Australian armed services (enlistment before 1 July 1947); \* CFTS service as a member of the Australian Interim Forces after 1 July 1947; and \* service in World War II by Australian mariners

**Report requirements** Mandatory where Episode—TWB Consent type =1

**Guide for use** Clients are able to report their veteran status given that this may in some instances lead to a different level of service. The client's recorded response should not be altered or annotated in any way.

**Purpose/context** Program monitoring, service planning Understanding access and service utilisation of population groups.

---

## TWB INI - Tags

List of tags for the collection occasion.

**Field name:** twb\_ini\_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.

---

**TWB INI - Type**

The identified needs of the client at commencement or review of the service.

**Field name:** twb\_ini\_type

**Data type:** string

**Required:** yes

- Domain:**
- 1:

Self-care and diet (Incl. Self-Neglect)
- 2:

Mental Health
- 3:

Safety to Self/Others
- 4:

Accommodation
- 5:

Financial
- 6:

Daily Structure and Interests
- 7:

Stigma and Harassment
- 8:

Social Contacts
- 9:

Close Relationships (Incl. Carer, If Applicable)
- 10:

Language and Culture
- 11:

Physical Health and Disability
- 12:

Daily Living
- 13:

Employment
- 14:

Information About Condition and Treatment
- 15:

Alcohol and Drugs
- 16:

Childcare and Parenting
- 17:

Educational Needs (Incl. Literacy & Numeracy)
- 18:

Transport
- 19:

Sexual Issues
- 20:

Spirituality
- 98:

Other
- 99:

Not stated/Inadequately described

## Reporting requirements Mandatory where Episode—TWB Consent type =1

**Notes:** The Initial Needs Identification (INI) is a screening process where the underlying issues as well as the presenting issues are uncovered to the extent possible. It is not a diagnostic process but is a determination of the client's risk, eligibility and priority for service, a balancing for the service capacity and client needs. Needs identification can occur via phone, face-to-face interaction or written survey intervention. However, Needs Identification is ongoing and as a client receives care, other needs or circumstances may be identified which require attention by other disciplines. External referral or re-entry onto the waiting list to access the other disciplines may then occur. This question allows for more than one response. The INI must be administered at a minimum at the following points of service participation:

- At the start of The Way Back
- At the six-week or mid-point of the expected support period
- At exit from the service

---

### TWB Plan - Plan Type

The type of plan.

**Field name:** twb\_plan\_type

**Data type:** string

**Required:** yes

**1:** Safety

**Domain:** **2:** Support



**1 - Safety Plan** Clients referred to The Way Back may have commenced the process of safety planning as part of their discussions with Emergency Department or Ward staff. Any existing safety plans completed by hospital or staff should be shared with or requested by The Way Back service provider and updated as part of preliminary discussions with The Way Back clients. Where clients referred to The Way Back have not completed any safety planning prior to their referral this should be completed as a priority once the client has consented to participate in The Way Back. Safety Plans must be updated/developed within the first contact with the client and no later than the second contact.

Safety plans should be reviewed with a client as needed. Each instance of the review and update of a safety plan should be recorded.

## **2 - Support Plan** Mandatory when Episode TWB consent type = 1

**Notes:**

All Way Back service providers must work with their clients to collaboratively develop a support plan that articulates:

- The client's needs based on the INI
- The client's goals in response to needs identified
- Proposed actions, referrals and interventions

The support plan must be reviewed on a regular basis and at a minimum at the following points of service participation:

- At the start of The Way Back
- At the six-week or mid-point of the expected support period
- At exit from the service

---

## **TWB Plan - Tags**

List of tags for the collection occasion.

**Field name:** twb\_plan\_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`.

---

## TWB PNPC - Date

The date of contact between a service provider and the clients primary nominated professional.

**Field name:** twb\_pnpc\_date

**Data type:** date

**Required:** yes

**Reporting requirements** Mandatory where Episode—Primary Nominated Professional = 1 - 12

**Notes:** **Guide for use** Requires services to record the date of each contact with the primary nominated professional identified by the client. At a minimum written advice (email or letter) advising of the client's participation in The Way Back Support Service must be sent to the primary nominated professional on commencement of the service and at service end. The contact date is the date of the service provider initiates or responds to a communication with the primary nominated professional.

**Purpose/context** Program monitoring, service planning, funding and accountability.

---

## TWB PNPC - Reason

The reason for the contact.

**Field name:** twb\_pnpc\_reason

**Data type:** string

**Required:** yes

1: Entry

**Domain:** 2: Exit

#### 1 - Entry

Refers to a contact with the Primary Nominated Professional at entry to TWS.

Notes:

#### 2 - Exit

Refers to a contact with the Primary Nominated Professional at exit from TWS.

---

## TWB PNPC - Tags

List of tags for the TWB PNPC.

**Field name:** twb\_pnpc\_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.

---

## TWB Primary Nominated Professional Contact Key

This is a number or code assigned to each primary nominated professional contact. The Primary Nominated Professional Contact Key is unique and stable for each Primary Nominated Professional Contact at the level of the organisation.

**Field name:** twb\_pnpc\_key

**Data type:** string (2,50)

**Required:** yes

**Notes:** Primary Nominated Professional Contact keys are case sensitive and must be valid unicode characters.

---

## TWB Referral Out - Date

The date the Service Provider made the referral out to an external service/organisation.

**Field name:** twb\_referral\_out\_date

**Data type:** date

**Required:** yes

**Reporting requirements** Mandatory where Service Contact- Referral out provider type 1-44 is present.

**Notes:** **Guide for use** Requires services to record the date that a referral out is made to an external service/organisation The same date should be recorded for multiple referrals on the same day.

**Purpose/context** Program monitoring, service planning.

---

## **TWB Referral Out - Provider Type**

The provider type of the referral out made for and on behalf of the client.

**Field name:** twb\_referral\_out\_provider\_type

**Data type:** string

**Required:** yes

- 3: GP/Medical Practitioner
- 4: Hospital
- 5: Psychiatric/mental health service or facility
- 6: Alcohol and other drug treatment service
- 7: Other community/health care service
- 8: Correctional service
- 9: Police diversion
- 10: Court diversion
- 11: Legal service
- 12: Child protection agency
- 13: Community support groups/agencies
- 14: Centrelink or employment service
- 15: Housing and homelessness service
- 16: Telephone & online services/referral agency e.g. direct line
- 17: Disability support service
- 18: Aged care facility/service
- 19: Immigration department or asylum seeker/refugee support service
- 20: School/other education or training institution
- 22: Community based Drug and Alcohol Service
- 23: Youth service (non-AOD)
- 24: Indigenous service (non-AOD)
- 25: Extended care/rehabilitation facility
- 26: Palliative care service
- 27: Police (not diversion)
- 28: Public dental provider - community dental agency
- 29: Dental Hospital
- 30: Private Dental Provider
- 31: Early childhood service
- 32: Maternal and Child Health Service
- 33: Community nursing service
- 34: Emergency relief
- 35: Family support service (excl family violence)
- 36: Family violence service

**Domain:**

- 37: Gambling support service
- 38: Maternity services
- 39: Peer support/self-help group
- 40: Private allied health provider
- 41: Sexual Assault service
- 42: Financial counsellor
- 43: Sexual health service
- 44: Medical specialist
- 97: No Referral
- 98: Other
- 99: Not stated/Inadequately described

### Reporting requirements

**Notes:** **Guide for use** It is best to record the referral information as soon as the client is referred to an agency/community service as it may be difficult to track this information later. To assist staff, service providers may find it useful to make a list of the agencies from which they most frequently send referrals and note the corresponding Source of Referral code. Report the Referral starting with the most relevant or urgent one first. This will help to gain an understanding of the client profile. Up to 10 referrals out provider type may be reported each instance, from the most important to the least.

**Purpose/context** Program monitoring, service planning.

---

## TWB Referral Out - Status

The status of a referral out made by the Service Provider on behalf of a client.

**Field name:** twb\_referral\_out\_status

**Data type:** string

**Required:** yes

- 1: Service commenced
- 2: Service completed
- 3: Waitlisted
- 4: Referral not accepted
- Domain:** 5: Client declined to take up referral
- 6: Client deceased prior to service commencement
- 98: Other
- 99: Not stated/Inadequately described

**Reporting requirements** Mandatory where Service Contact- Referral out provider type 1-44 is present

**Notes:** **Guide for use** Requires services to record the status of a referral out to an alternative service.

**Purpose/context** Program monitoring, service planning, funding and accountability. Measurement of waiting times.

---

## TWB Referral Out - Tags

List of tags for TWB Referral Out.

**Field name:** twb\_referral\_out\_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.

---

## TWB Referral Out Key

This is a number or code assigned to each referral out. The Referral Out Key is unique and stable for each referral out at the level of the organisation.

**Field name:** twb\_referral\_out\_key

**Data type:** string (2,50)

**Required:** yes

---

## Value

The metadata value.

**Field name:** value

**Data type:** string

**Required:** yes

---

## WHO-5 - Question 1

I have felt cheerful and in good spirits

**Field name:** who5\_item1

**Data type:** string

**Required:** yes

**Domain:**

- 0: At no time
- 1: Some of the time
- 2: Less than half of the time
- 3: More than half of the time
- 4: Most of the time
- 5: All of the time
- 9: Not stated / Missing

**Notes:** When reporting total score use '9 - Not stated / Missing'

---



## WHO-5 - Question 2

I have felt calm and relaxed

Field name: who5\_item2

Data type: string

Required: yes

Domain:

- 0: At no time
- 1: Some of the time
- 2: Less than half of the time
- 3: More than half of the time
- 4: Most of the time
- 5: All of the time
- 9: Not stated / Missing

Notes: When reporting total score use '9 - Not stated / Missing'

---

## WHO-5 - Question 3

I have felt active and vigorous

Field name: who5\_item3

Data type: string

Required: yes

Domain:

- 0: At no time
- 1: Some of the time
- 2: Less than half of the time
- 3: More than half of the time
- 4: Most of the time
- 5: All of the time
- 9: Not stated / Missing

Notes: When reporting total score use '9 - Not stated / Missing'

---

## WHO-5 - Question 4

I woke up feeling fresh and rested

Field name: who5\_item4

Data type: string

Required: yes

Domain:

- 0: At no time
- 1: Some of the time
- 2: Less than half of the time
- 3: More than half of the time
- 4: Most of the time
- 5: All of the time
- 9: Not stated / Missing

Notes: When reporting total score use '9 - Not stated / Missing'

---

## WHO-5 - Question 5

I woke up feeling fresh and rested

Field name: who5\_item5

Data type: string

Required: yes

Domain:

- 0: At no time
- 1: Some of the time
- 2: Less than half of the time
- 3: More than half of the time
- 4: Most of the time
- 5: All of the time
- 9: Not stated / Missing

Notes: When reporting total score use '9 - Not stated / Missing'

---

## WHO-5 - Raw Score

The WHO-5 raw score.

**Field name:** who5\_raw\_score

**Data type:** integer

**Required:** yes

**Domain:** 0 - 25, 99 = Not stated / Missing

The WHO-5 Raw score is calculated by totalling the figures of the five answers. The raw score ranges from 0 to 25, 0 representing worst possible and 25 representing best possible quality of life.

**Notes:**

For the Raw score, the missing value used should be 99.

When reporting individual item scores use '99 - Not stated / Missing'

---

## WHO-5 - Tags

List of tags for the collection occasion.

**Field name:** who5\_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.

---

## Download Specification Files

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

-  TWB Specification zip

# Upload Specification

## File types

Files will be accepted in the following types:

- Comma Separated Values (CSV)
- Excel (XLSX)

## Comma Separated Values (CSV)

Requirements for CSV files:

- The CSV files must conform to [RFC 4180](#).
- In addition, CSV files must be created using UTF-8 character encoding.
- CSV files must have the file extension .csv
- Multiple CSV files must be uploaded - one CSV file for each format described [below](#).
- The CSV files must be compressed into a single file by zipping before upload. The filename of the zip file doesn't matter as long as it has the file extension .zip

## Excel (XLSX)

Requirements for XLSX files:

Excel files must be in XLSX format. The following versions of Excel support this format:

- Excel 2007 (v12.0)
- Excel 2010 (v14.0)
- Excel 2013 (v15.0)
- Excel 2016 (v16.0)

One XLSX file must be uploaded containing multiple worksheets - one worksheet for each format described [below](#).

When saving your file, please choose the filetype 'Excel Workbook (.xlsx)'.

The filename of the Excel file doesn't matter as long as it has the file extension .xlsx

## Files or worksheets to upload

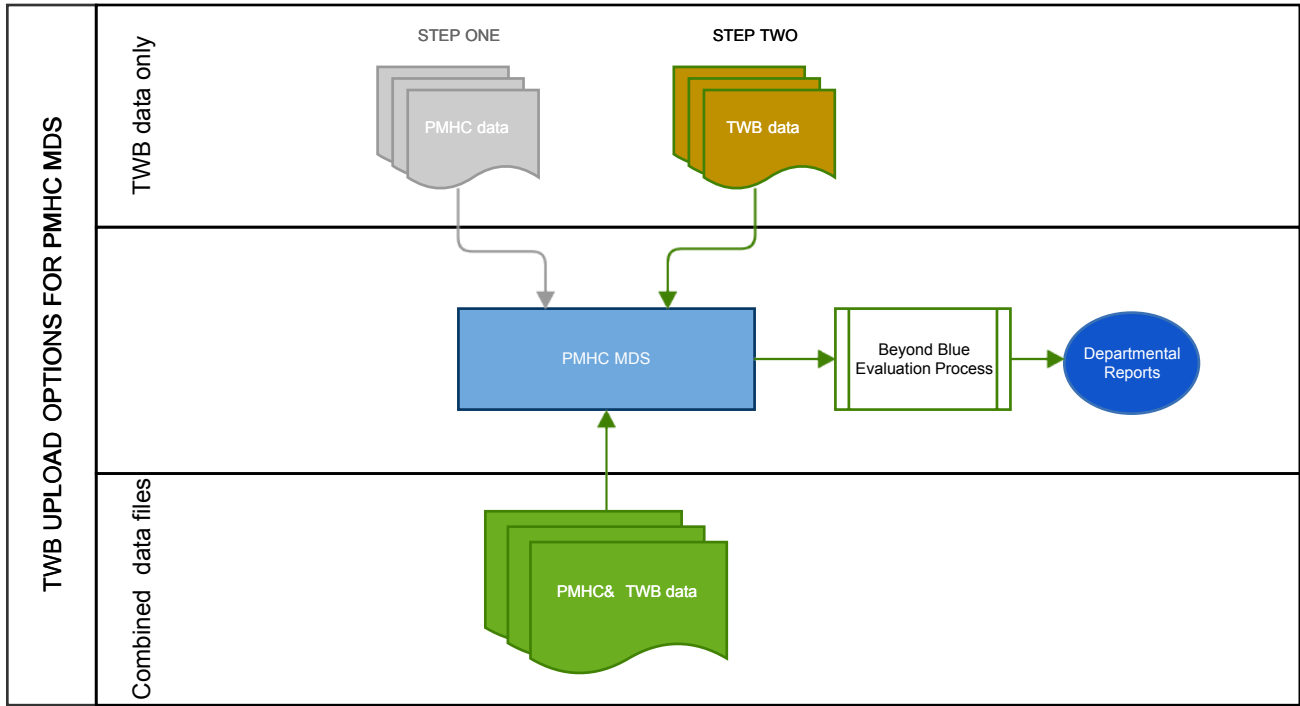
The TWB upload format is aligned with the [PMHC MDS Version 2.0 upload format](#).

TWB files/worksheets can be uploaded to the PMHC MDS in one of two ways:

- [Option A: TWB data files only](#) - Option A is recommended for organisations who have not yet migrated their

upload files from standard PMHC MDS v1 uploads. It allows these organisations to do their normal PMHC MDS upload and then do a second upload for TWB data. Option A is also recommended for organisations who use Data Entry instead of upload for the PMHC MDS data, but who wish to upload TWB data.

- **Option B: Combination of PMHC and TWB data files** - Option B is recommended for organisations who have already migrated their standard PMHC MDS uploads to v2.0. It allows both PMHC MDS and TWB data to be uploaded together in one upload.



**Fig. 3 TWB upload data model within the PMHC MDS**

**Option A: Uploading TWB data files only**

**Option B: Uploading both PMHC MDS and TWB data files**

For those organisations who are ready to change their standard PMHC MDS uploads, PMHC MDS and TWB uploads can be combined together in the one upload to the PMHC MDS.

The following TWB data files can be included in the PMHC MDS

However, all files must be internally consistent. An example of what this means is that for every TWB episode, service contact and measures in an upload file, there must be a corresponding episode in the episodes file/ worksheet. It also means that or every row in the episodes file/worksheet, there must be a corresponding client in the clients file/worksheet.

**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 [TWB Record formats](#).
- For data elements that allow multiple values, each value should be separated by a space; for example: 1 3 6.

All TWB data uploads must include a Metadata file/worksheet. See [TWB Metadata file](#).

Each of the below 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              |

Therefore the 'Organisation Path' for Test Provider Organisation is PHN999:NFP01.

## TWB Metadata file

All TWB 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 'WAYBACK' - In the third row, the first cell must contain 'version' and the second cell must contain '2.0'

i.e.:

|         |         |
|---------|---------|
| key     | value   |
| type    | wayback |
| version | 2.0     |

Data elements for the TWB metadata upload file/worksheet are defined at [Metadata](#).

Example TWB metadata data:

- [CSV TWB metadata file](#).
- [XLSX TWB metadata worksheet](#).

## **TWB Organisation file format**

This file is for PHN use only. The organisation file/worksheet is optional. This is similar to the standard [PMHC MDS Provider Organisation file/worksheet](#).

Data elements for the Provider Organisation upload file/worksheet are defined at [Provider Organisation data elements](#).

Example organisation data:

- [CSV organisation file](#).
- [XLSX organisation worksheet](#).

## **TWB only Episode file format**

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

Data elements for the episode upload file/worksheet are defined at [TWB-Episode](#).

Example TWB episode data:

- [CSV TWB episode file](#).
- [XLSX TWB episode worksheet](#).

## **TWB only SIDAS Collection Occasion file format**

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

Data elements for the SIDAS collection occasion upload file/worksheet are defined at [SIDAS Outcome Collection Occasion](#).

Example SIDAS data:

- [CSV SIDAS file](#).
- [XLSX SIDAS worksheet](#).

## **Client file format when combined with TWB data**

The client file/worksheet is required to be uploaded each time for PMHC/TWB combination files.

Data elements for the client upload file/worksheet are defined at [Client data elements](#).

Example client data:

- [CSV client file.](#)
- [XLSX client worksheet.](#)

### **Episode file format when combined with TWB data**

The episode file/worksheet is required to be uploaded each time for PMHC/TWB combination files.

Data elements for the episode upload file/worksheet are defined at [Episode data elements](#).

Example episode data:

- [CSV episode file.](#)
- [XLSX episode worksheet.](#)

### **Service Contact file format when combined with TWB data**

The service contact file/worksheet is required to be uploaded each time for PMHC/TWB combination files.

Data elements for the service contact upload file/worksheet are defined at [Service Contact data elements](#).

Example service contact data:

- [CSV service contact file.](#)
- [XLSX service contact worksheet.](#)

### **K10+ file format when combined with TWB data**

The K10+ file/worksheet is required to be uploaded each time for PMHC/TWB combination files.

Data elements for the K10+ upload file/worksheet are defined at [K10+ data elements](#).

Example K10+ data:

- [CSV K10+ file.](#)
- [XLSX K10+ worksheet.](#)

### **K5 file format when combined with TWB data**

The K5 file/worksheet is required to be uploaded each time for PMHC/TWB combination files.

Data elements for the K5 upload file/worksheet are defined at [K5 data elements](#).

Example K5 data:



- [CSV K5 file.](#)
- [XLSX K5 worksheet.](#)

## **SDQ file format when combined with TWB data**

The SDQ file/worksheet is required to be uploaded each time for PMHC/TWB combination files.

Data elements for the SDQ upload file/worksheet are defined at [SDQ data elements](#).

Example SDQ data:

- [CSV SDQ file.](#)
- [XLSX SDQ worksheet.](#)

## **Practitioners file format when combined with TWB data**

When uploaded as part of a combined PMHC/TWB upload, the Practitioner file/worksheet is required for the first upload and when practitioner information changes. It is optional otherwise.

Data elements for the Practitioner upload file/worksheet are defined at [Practitioner data elements](#).

Example Practitioner data:

- [CSV practitioner file.](#)
- [XLSX practitioner worksheet.](#)

## **Deleting records**

- Records of the following type can be deleted via upload:
  - TWB Episode
  - TWB Primary Nominated Professional Contact
  - TWB Critical Incident
  - TWB Referral Out
  - TWB Plan
  - TWB INI
  - WHO-5
  - SIDAS
  - MSPSS
- An extra optional “delete” column can be added to each of the supported upload files/worksheets.
- If included, this column must be the third column in each file, after the organisation path and the record’s entity key.
- To delete a record, include its organisation path and its entity key, leave all other fields blank and put “delete” in the “delete” column. Please note that case is important. “DELETE” will not be accepted.

- Marking a record as deleted will require all child records of that record also to be marked for deletion. For example, marking a client as deleted will require all episodes, service contacts and collection occasions of that client to be marked for deletion.
- While deletions can be included in the same upload as insertions/updates, we recommend that you include all deletions in a separate upload that is uploaded before the insertions/updates.

Example TWB files showing how to delete via upload:

### **TWB Episode data**

- [XLSX delete file containing only TWB worksheets.](#)
- [CSV delete TWB episode file.](#)
- [CSV delete SIDAS file.](#)

## **Validation Rules**

TWB is an extension of the Primary Mental Health Care Minimum Data Set (PMHC MDS); the current PMHC MDS Validations rules apply. These are available to be viewed at <https://docs.pmhc-mds.com/data-specification/validation-rules.html>.

This document defines validation rules between TWB items and record types. The domain of individual TWB items is defined in [TWB Record formats](#).

### **Current TWB Validations**

#### **1. TWB Episode**

1. [Episode Key](#) must be an existing PMHC episode within the PMHC MDS.
2. !wayback tag should be included in the [Episode - Tags](#) field of the corresponding PMHC episode, otherwise the system will automatically include it.

#### **3. TWB-Plan**

1. [Collection Occasion - Measure Date](#) must not be before [Episode - Referral Date](#).
2. [Collection Occasion - Measure Date](#) must not be after [Episode - End Date](#).
3. [Collection Occasion - Measure Date](#) must not be before 1 January 2016 and must not be in the future
4. [Episode Key](#) must be an existing PMHC episode within the PMHC MDS and must be associated with [TWB-Episode](#) data.

#### **4. SIDAS**

1. [Collection Occasion - Measure Date](#) must not be before [Episode - Referral Date](#).
2. [Collection Occasion - Measure Date](#) must not be after [Episode - End Date](#).
3. [Collection Occasion - Measure Date](#) must not be before 1 January 2016 and must not be in the future

4. [Episode Key](#) must be an existing PMHC episode within the PMHC MDS and must be associated with [TWB-Episode](#) data.

## **Current PMHC Validations**

TWB is an extension of the Primary Mental Health Care Minimum Data Set (PMHC MDS); the current PMHC MDS Validations rules may apply, depending on how you add your TWB data. The current PMHC MDS validations rules are available to be viewed at <https://docs.pmhc-mds.com/data-specification/validation-rules.html>.

## **Data Specification Change log**

### **8/7/2019 - Version 2.0**

- Initial release

# Resources

The following resources have been provided to explain the purpose of the PMHC MDS, to describe all NSPT data collection and file formats required to submit NSPT data.

## TWB Resources

The following resources have been provided to explain the purpose of the PMHC MDS, to describe all TWB data collection and file formats required to submit TWB data.

### 1. Key Concepts

[Key Concepts](#) is a list of key words that are commonly used within the PMHC MDS and their definitions.

### 2. Specifications

The [Data Model and Specifications](#) website defines what data items are collected in the TWB, what file formats are accepted for upload and associated reporting requirements.

### 3. Outcome measures and scoring rules

The following document provides an example of each of the TWB outcome measures and an explanation of how it is scored.

- [SIDAS Collection Occasion PDF](#)

### 4. Primary Mental Health Care Minimum Data Set

TWB is an extension of the Primary Mental Health Care Minimum Data Set (PMHC MDS); the PMHC MDS information is available to be viewed at <https://pmhc-mds.com>.

# Frequently Asked Questions

## PMHC FAQs

As the TWB is an extension of the Primary Mental Health Care Minimum Data Set (PMHC MDS), the current PMHC MDS Frequently Asked Questions (FAQs) are available to be viewed at <https://docs.pmhc-mds.com/faqs/index.html>.

## Getting Help

### PMHC MDS Helpdesk

Strategic Data offers a dedicated **Helpdesk** which is available to support Primary Health Networks and Provider Organisations implementing NSPT in relation to the PMHC minimum dataset system (MDS).

All MDS enquiries should be directed to [support@pmhc-mds.com](mailto:support@pmhc-mds.com).

## Frequently Asked Questions Change log