



**Australian Government**

**Department of Health**

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

As at 20 March, 2020

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# 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 measures are 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 allow the following data records to be collected at a collection occasion:

- [TWB Plan](#)
- [TWB NI](#)
- [K10+ Measure](#)
- [WHO-5 Measure](#)
- [SIDAS Measure](#)

See [Collection Occasion](#) 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 Keys**

The [TWB Primary Nominated Professional Contact Key](#), [TWB Critical Incident Key](#), [TWB Recommendation Out Key](#), [Collection Occasion Key](#) and [Measure 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 above links for the specification requirements for these data elements:

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.

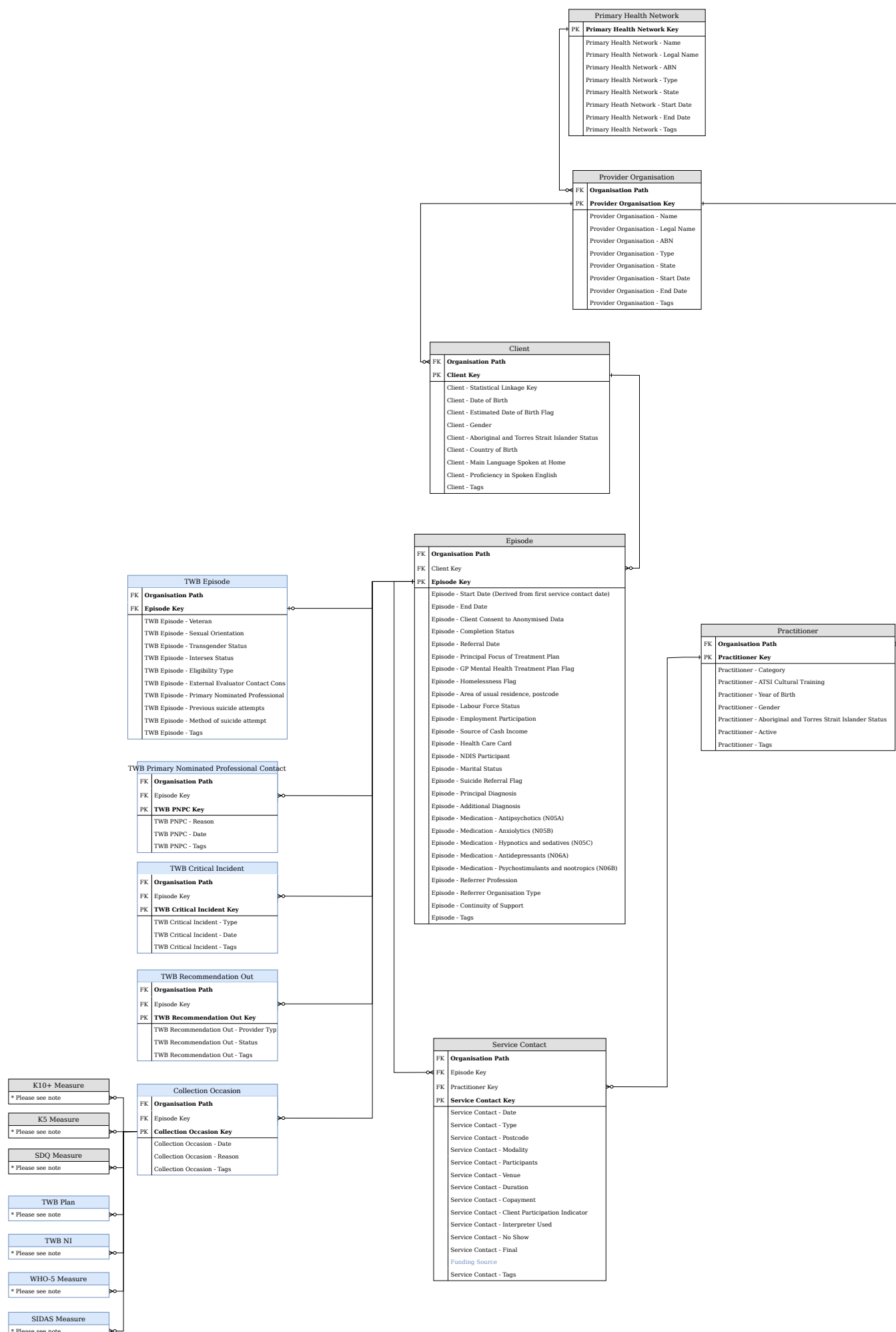
For users inputting data through the PMHC-MDS data entry interface adding this tag will enable the additional TWB specific data entry elements.

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>.





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



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

Collection Occasion	
FK	<b>Organisation Path</b>
FK	Episode Key
PK	<b>Collection Occasion Key</b>
	Collection Occasion - Date
	Collection Occasion - Reason
	Collection Occasion - Tags

K10+ Measure	
FK	<b>Organisation Path</b>
FK	Collection Occasion Key
PK	<b>Measure Key</b>
	K10+ Measure - Question 1 Score
	K10+ Measure - Question 2 Score
	K10+ Measure - Question 3 Score
	K10+ Measure - Question 4 Score
	K10+ Measure - Question 5 Score
	K10+ Measure - Question 6 Score
	K10+ Measure - Question 7 Score
	K10+ Measure - Question 8 Score
	K10+ Measure - Question 9 Score
	K10+ Measure - Question 10 Score
	K10+ Measure - Question 11 Score
	K10+ Measure - Question 12 Score
	K10+ Measure - Question 13 Score
	K10+ Measure - Question 14 Score
	K10+ Measure - Total Score
	K10+ Measure - Tags

TWB Plan	
FK	<b>Organisation Path</b>
FK	Collection Occasion Key
PK	<b>TWB Plan Key</b>
	TWB Plan - Plan Type
	TWB Plan - Tags

TWB NI	
FK	<b>Organisation Path</b>
FK	Collection Occasion Key
PK	<b>TWB NI Key</b>
	TWB NI - NI Type
	TWB NI - Tags

WHO-5 Measure	
FK	<b>Organisation Path</b>
FK	Collection Occasion Key
PK	<b>Measure Key</b>
	WHO-5 Measure - Question 1 Score
	WHO-5 Measure - Question 2 Score
	WHO-5 Measure - Question 3 Score
	WHO-5 Measure - Question 4 Score
	WHO-5 Measure - Question 5 Score
	WHO-5 Measure - Raw Score
	WHO-5 Measure - Tags

SIDAS Measure	
FK	<b>Organisation Path</b>
FK	Collection Occasion Key
PK	<b>Measure Key</b>
	SIDAS Measure - Question 1 Score
	SIDAS Measure - Question 2 Score
	SIDAS Measure - Question 3 Score
	SIDAS Measure - Question 4 Score
	SIDAS Measure - Question 5 Score
	SIDAS Measure - Total Score
	SIDAS Measure - Tags

## 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.

### Record Formats

#### 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 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-Recommendation Out data specifications](#) for Recommendation Out Data.
- See [Collection Occasion data specifications](#) for Collection Occasions.
- See [TWB-Plan data specifications](#) for Planning Data.
- See [TWB-NI data specifications](#) for Needs Identification Data.
- See [K10+ Measure data specifications](#).
- See [WHO-5 Measure data specifications](#).
- See [SIDAS Measure data specifications](#).
- See [Service Contact data specifications](#) for Service Contact Data.

### Metadata

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

Table 1 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	3.0

**Provider Organisation**

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

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**Practitioner**

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

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**Client**

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

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**Episode**

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

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**TWB Episode**

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

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

*Table 2 TWB 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.
<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.

Data Element (Field Name)	Type (min,max)	Required	Format / Values
<a href="#">TWB Episode - Veteran</a> (twb_veteran)	string	yes	1: Identifies as a veteran 2: Does not identify as a veteran 9: Not stated/ Inadequately described
<a href="#">TWB Episode - Sexual Orientation</a> (twb_sexual_orientation)	string	yes	1: Straight or heterosexual 2: Lesbian, gay or homosexual 3: Bisexual or pansexual 4: Asexual 5: Questioning 6: Other 9: Not stated
<a href="#">TWB Episode - Transgender Status</a> (twb_transgender_status)	string	yes	1: Yes 2: No 3: Does not want to disclose
<a href="#">TWB Episode - Intersex Status</a> (twb_intersex_status)	string	yes	1: Yes 2: No 3: Does not want to disclose
<a href="#">TWB Episode - Eligibility Type</a> (twb_eligibility_type)	string	yes	1: Primary Criteria 2: Secondary Criteria 98: Other 99: Not stated/ Inadequately described

Data Element (Field Name)	Type (min,max)	Required	Format / Values
<a href="#">TWB Episode - External Evaluator Contact Consent</a> (twb_external_evaluator_contact_consent)	string	yes	1: Consented to to be contacted by external evaluators 2: Not consented to be contacted by external evaluators 9: Not stated/ Inadequately described
<a href="#">TWB Episode - Primary Nominated Professional</a> (twb_primary_nominated_professional)	string	yes	1: Aboriginal and Torres Strait Islander Health Practice 2: Medical 3: Nursing and Midwifery 4: Occupational Therapy 5: Psychology 6: Mental Health Social Worker 98: Other 99: Not stated/ Inadequately described
<a href="#">TWB Episode - Previous suicide attempts</a> (twb_previous_suicide_attempts)	string	yes	1: No 2: Previous attempt(s) made in the past 12 months 3: Previous attempt(s) made within their lifetime 7: Not known 9: Not stated/ Inadequately described

Data Element (Field Name)	Type (min,max)	Required	Format / Values
<a href="#">TWB Episode - Method of suicide attempt</a> (twb_method_of_suicide_attempt)	string	yes	1: Intentional self-poisoning  2: Intentional self-harm by hanging, strangulation and suffocation  3: Intentional self-harm by drowning and submersion  4: Intentional self-harm by sharp object  5: Intentional self-harm by Firearm  6: Intentional self-harm by jumping from a high place  98: Other  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

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

Table 3 Primary Nominated Professional 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="#">TWB Primary Nominated Professional Contact Key</a> (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.

Data Element (Field Name)	Type (min,max)	Required	Format / Values
<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> (twb_pnpc_reason)	string	yes	1: <span>Entry</span> 2: <span>Exit</span>
<a href="#">TWB PNPC - Date</a> (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> (twb_pnpc_tags)	string	—	List of tags for the TWB PNPC.

## TWB-Critical Incident

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

Table 4 Critical Incident 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="#">TWB Critical Incident Key</a> (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.



Data Element (Field Name)	Type (min,max)	Required	Format / Values
<a href="#">TWB Critical Incident - Type</a> (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> (twb_critical_incident_date)	date	yes	The date of the critical incident.
<a href="#">TWB Critical Incident - Tags</a> (twb_critical_incident_tags)	string	—	List of tags for the TWB Critical Incident.

## TWB-Recommendation Out

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

Table 5 Recommendation Out 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="#">TWB Recommendation Out Key</a> (twb_recommendation_out_key)	string (2,50)	yes	This is a number or code assigned to each recommendation out. The Recommendation Out Key is unique and stable for each recommendation out 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.

Data Element (Field Name)	Type (min,max)	Required	Format / Values
<p>TWB Recommendation Out - Provider Type (twb_recommendation_out_provider_type)</p>	string	yes	<p>1: GP/Medical Practitioner</p> <p>2: Hospital</p> <p>3: Psychiatric/ mental health service or facility</p> <p>4: Alcohol and other drug treatment service</p> <p>5: Other community/ health care service</p> <p>6: Correctional service</p> <p>7: Police diversion</p> <p>8: Court diversion</p> <p>9: Legal service</p> <p>10: Child protection agency</p> <p>11: Community support groups/ agencies</p> <p>12: Centrelink or employment service</p> <p>13: Housing and homelessness service</p> <p>14: Telephone &amp; online services/ referral agency e.g. direct line</p> <p>15: Disability support service</p> <p>16: Aged care facility/service</p> <p>17: Immigration department or asylum seeker/ refugee support service</p> <p>18: School/other education or training institution</p> <p>19: Community based Drug and Alcohol Service</p> <p>20: Youth service (non-AOD)</p> <p>21: Indigenous service (non-AOD)</p>

Data Element (Field Name)	Type (min,max)	Required	Format / Values
			22: Extended care/ rehabilitation facility 23: Palliative care service 24: Police (not diversion) 25: Public dental provider - community dental agency 26: Dental Hospital 27: Private Dental Provider 28: Early childhood service 29: Maternal and Child Health Service 30: Community nursing service 31: Emergency relief 32: Family support service (excl family violence) 33: Family violence service 34: Gambling support service 35: Maternity services 36: Peer support/ self-help group 37: Private allied health provider 38: Sexual Assault service 39: Financial counsellor 40: Sexual health service 41: Medical specialist 97: No Recommendation 98: Other 99: Not stated/ Inadequately described

Data Element (Field Name)	Type (min,max)	Required	Format / Values
<a href="#">TWB Recommendation Out - Status</a> (twb_recommendation_out_status)	string	yes	1: Client declined to take up recommendation 2: Service commenced 3: Service completed 4: Waitlisted 5: Client deceased prior to service commencement 98: Other 99: Not stated/ Inadequately described
<a href="#">TWB Recommendation Out - Tags</a> (twb_recommendation_out_tags)	string	—	List of tags for TWB Recommendation Out.

### Service Contact Data Elements

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

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

Table 6 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.

Data Element (Field Name)	Type (min,max)	Required	Format / Values
<a href="#">Service Contact - Date</a> (service_contact_date)  METeOR ID 494356	date	yes	The date of each mental health service contact between a health service provider and patient/client.
<a href="#">Service Contact - Type</a> (service_contact_type)	string	yes	<div>0: No contact took place</div> <div>1: Assessment</div> <div>2: Structured psychological intervention</div> <div>3: Other psychological intervention</div> <div>4: Clinical care coordination/liaison</div> <div>5: Clinical nursing services</div> <div>6: Child or youth specific assistance NEC</div> <div>7: Suicide prevention specific assistance NEC</div> <div>8: Cultural specific assistance NEC</div> <div>9: Psychosocial support</div> <div>98: ATAPS</div>
<a href="#">Service Contact - Postcode</a> (service_contact_postcode)  METeOR ID 429894	string	yes	The Australian postcode where the service contact took place.
<a href="#">Service Contact - Modality</a> (service_contact_modality)	string	yes	<div>0: No contact took place</div> <div>1: Face to Face</div> <div>2: Telephone</div> <div>3: Video</div> <div>4: Internet-based</div>

Data Element (Field Name)	Type (min,max)	Required	Format / Values
Service Contact - Participants (service_contact_participants)	string	yes	<p>1: Individual client</p> <p>2: Client group</p> <p>3: Family / Client Support Network</p> <p>4: Other health professional or service provider</p> <p>5: Other</p> <p>9: Not stated</p>
Service Contact - Venue (service_contact_venue)	string	yes	<p>1: Client's Home</p> <p>2: Service provider's office</p> <p>3: GP Practice</p> <p>4: Other medical practice</p> <p>5: Headspace Centre</p> <p>6: Other primary care setting</p> <p>7: Public or private hospital</p> <p>8: Residential aged care facility</p> <p>9: School or other educational centre</p> <p>10: Client's Workplace</p> <p>11: Other</p> <p>12: Aged care centre - non-residential</p> <p>98: Not applicable (Service Contact Modality is not face to face)</p> <p>99: Not stated</p>

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
Service Contact - Copayment (service_contact_copayment)	number	yes	0 - 999999.99
Service Contact - Client Participation Indicator (service_contact_participation_indicator)  METeOR ID 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
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 - Funding Source (funding_source)	string	yes	0: PHN funded 7: TWB
Service Contact - Tags (service_contact_tags)	string	—	List of tags for the service contact.

## Collection Occasion

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.

*Table 7 Collection Occasions 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="#">Collection Occasion Key</a> (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 - Date</a> (collection_occasion_date)	date	yes	The date of the collection occasion.
<a href="#">Collection Occasion - Reason</a> (reason_for_collection)	string	yes	<b>1:</b> Episode start <b>2:</b> Review <b>3:</b> Episode end
<a href="#">Collection Occasion - Tags</a> (collection_occasion_tags)	string	—	List of tags for the collection occasion.

## TWB Plan

*Table 8 TWB Plan 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="#">TWB Plan Key</a> (twb_plan_key)	string (2,50)	yes	This is a number or code assigned to each instance of a TWB Plan. The TWB Plan Key is unique and stable for each instance of a measure at the level of the organisation.



Data Element (Field Name)	Type (min,max)	Required	Format / Values
<a href="#">Collection Occasion Key</a> (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="#">TWB Plan - Plan Type</a> (twb_plan_type)	string	yes	1: <div>Safety</div> 2: <div>Support</div>
<a href="#">TWB Plan - Tags</a> (twb_plan_tags)	string	—	List of tags for the collection occasion.

## TWB NI

Table 9 TWB Plan 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="#">TWB NI Key</a> (twb_ni_key)	string (2,50)	yes	This is a number or code assigned to each instance of a TWB NI. The TWB NI Key is unique and stable for each instance of a TWB NI at the level of the organisation.
<a href="#">Collection Occasion Key</a> (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="#">TWB NI - Type</a> (twb_ni_type)	string	yes	Multiple space separated values allowed
<a href="#">TWB NI - Tags</a> (twb_ni_tags)	string	—	List of tags for the collection occasion.

## K10+ Measure

Table 10 K10+ 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="#">Measure Key</a> (measure_key)	string (2,50)	yes	This is a number or code assigned to each instance of a measure. The Measure Key is unique and stable for each instance of a measure at the level of the organisation.
<a href="#">Collection Occasion Key</a> (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="#">K10+ - Question 1</a> (k10p_item1)	string	yes	<div>1: <div>None of the time</div></div> <div>2: <div>A little of the time</div></div> <div>3: <div>Some of the time</div></div> <div>4: <div>Most of the time</div></div> <div>5: <div>All of the time</div></div> <div>9: <div>Not stated / Missing</div></div>
<a href="#">K10+ - Question 2</a> (k10p_item2)	string	yes	<div>1: <div>None of the time</div></div> <div>2: <div>A little of the time</div></div> <div>3: <div>Some of the time</div></div> <div>4: <div>Most of the time</div></div> <div>5: <div>All of the time</div></div> <div>9: <div>Not stated / Missing</div></div>

Data Element (Field Name)	Type (min,max)	Required	Format / Values
K10+ - Question 3 (k10p_item3)	string	yes	1: None of the time 2: A little of the time 3: Some of the time 4: Most of the time 5: All of the time 9: Not stated / Missing
K10+ - Question 4 (k10p_item4)	string	yes	1: None of the time 2: A little of the time 3: Some of the time 4: Most of the time 5: All of the time 9: Not stated / Missing
K10+ - Question 5 (k10p_item5)	string	yes	1: None of the time 2: A little of the time 3: Some of the time 4: Most of the time 5: All of the time 9: Not stated / Missing
K10+ - Question 6 (k10p_item6)	string	yes	1: None of the time 2: A little of the time 3: Some of the time 4: Most of the time 5: All of the time 9: Not stated / Missing

Data Element (Field Name)	Type (min,max)	Required	Format / Values
K10+ - Question 7 (k10p_item7)	string	yes	1: None of the time 2: A little of the time 3: Some of the time 4: Most of the time 5: All of the time 9: Not stated / Missing
K10+ - Question 8 (k10p_item8)	string	yes	1: None of the time 2: A little of the time 3: Some of the time 4: Most of the time 5: All of the time 9: Not stated / Missing
K10+ - Question 9 (k10p_item9)	string	yes	1: None of the time 2: A little of the time 3: Some of the time 4: Most of the time 5: All of the time 9: Not stated / Missing
K10+ - Question 10 (k10p_item10)	string	yes	1: None of the time 2: A little of the time 3: Some of the time 4: Most of the time 5: All of the time 9: Not stated / Missing
K10+ - Question 11 (k10p_item11)	integer	yes	0 - 28, 99 = Not stated / Missing
K10+ - Question 12 (k10p_item12)	integer	yes	0 - 28, 99 = Not stated / Missing
K10+ - Question 13 (k10p_item13)	integer	yes	0 - 89, 99 = Not stated / Missing

Data Element (Field Name)	Type (min,max)	Required	Format / Values
<a href="#">K10+ - Question 14</a> (k10p_item14)	string	yes	1: None of the time 2: A little of the time 3: Some of the time 4: Most of the time 5: All of the time 9: Not stated / Missing
<a href="#">K10+ - Score</a> (k10p_score)	integer	yes	10 - 50, 99 = Not stated / Missing
<a href="#">K10+ - Tags</a> (k10p_tags)	string	—	List of tags for the collection occasion.

## WHO-5 Measure

Table 11 WHO-5 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="#">Measure Key</a> (measure_key)	string (2,50)	yes	This is a number or code assigned to each instance of a measure. The Measure Key is unique and stable for each instance of a measure at the level of the organisation.
<a href="#">Collection Occasion Key</a> (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="#">WHO-5 - Question 1</a> (who5_item1)	string	yes	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

Data Element (Field Name)	Type (min,max)	Required	Format / Values
WHO-5 - Question 2 (who5_item2)	string	yes	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
WHO-5 - Question 3 (who5_item3)	string	yes	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
WHO-5 - Question 4 (who5_item4)	string	yes	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
WHO-5 - Question 5 (who5_item5)	string	yes	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

Data Element (Field Name)	Type (min,max)	Required	Format / Values
WHO-5 - Raw Score (who5_raw_score)	integer	yes	0 - 25, 99 = Not stated / Missing
WHO-5 - Tags (who5_tags)	string	—	List of tags for the collection occasion.

## SIDAS Measure

Table 12 SIDAS record layout

Data Element (Field Name)	Type (min,max)	Required	Format / Values
Organisation Path (organisation_path)	string	yes	A sequence of colon separated Organisation Keys that fully specifies the Provider Organisation providing a service to the client.
Measure Key (measure_key)	string (2,50)	yes	This is a number or code assigned to each instance of a measure. The Measure Key is unique and stable for each instance of a measure at the level of the organisation.
Collection Occasion Key (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.
SIDAS - Question 1 (sidas_item1)	integer	yes	0 - 10, 99 = Not stated / Missing
SIDAS - Question 2 (sidas_item2)	integer	yes	0 - 10, 99 = Not stated / Missing
SIDAS - Question 3 (sidas_item3)	integer	yes	0 - 10, 99 = Not stated / Missing
SIDAS - Question 4 (sidas_item4)	integer	yes	0 - 10, 99 = Not stated / Missing
SIDAS - Question 5 (sidas_item5)	integer	yes	0 - 10, 99 = Not stated / Missing
SIDAS - Tags (sidas_tags)	string	—	List of tags for the collection occasion.

## TWB Definitions

### Definitions

#### Client Key

This is a number or code assigned to each individual referred to the commissioned organisation. The client identifier is unique and stable for each individual at the level of the PMHC top level organisation.

**Field name:** client\_key

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

**Required:** yes

---

## Collection Occasion - Date

The date of the collection occasion.

**Field name:** collection\_occasion\_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

**Notes:** 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 - Tags

List of tags for the collection occasion.

**Field name:** collection\_occasion\_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`.

---

## 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 - Additional Diagnosis**

The main additional condition or complaint co-existing with the Principal Diagnosis or arising during the episode of care.

Field name:    additional\_diagnosis

Data type:     string

Required:      yes

Domain:	000:	No additional diagnosis
	100:	Anxiety disorders (ATAPS)
	101:	Panic disorder
	102:	Agoraphobia
	103:	Social phobia
	104:	Generalised anxiety disorder
	105:	Obsessive-compulsive disorder
	106:	Post-traumatic stress disorder
	107:	Acute stress disorder
	108:	Other anxiety disorder
	200:	Affective (Mood) disorders (ATAPS)
	201:	Major depressive disorder
	202:	Dysthymia
	203:	Depressive disorder NOS
	204:	Bipolar disorder
	205:	Cyclothymic disorder
	206:	Other affective disorder
	300:	Substance use disorders (ATAPS)
	301:	Alcohol harmful use
	302:	Alcohol dependence
	303:	Other drug harmful use
	304:	Other drug dependence
	305:	Other substance use disorder
	400:	Psychotic disorders (ATAPS)
	401:	Schizophrenia
	402:	Schizoaffective disorder
	403:	Brief psychotic disorder
	404:	Other psychotic disorder
	501:	Separation anxiety disorder
	502:	Attention deficit hyperactivity disorder (ADHD)
	503:	Conduct disorder
	504:	Oppositional defiant disorder
	505:	Pervasive developmental disorder
	506:	Other disorder of childhood and adolescence
	601:	Adjustment disorder
	602:	Eating disorder

603:	Somatoform disorder
604:	Personality disorder
605:	Other mental disorder
901:	Anxiety symptoms
902:	Depressive symptoms
903:	Mixed anxiety and depressive symptoms
904:	Stress related
905:	Other
999:	Missing

Additional Diagnosis gives information on conditions that are significant in terms of treatment required and resources used during the episode of care. Additional diagnoses should be interpreted as conditions that affect client management in terms of requiring any of the following:

- Commencement, alteration or adjustment of therapeutic treatment
- Diagnostic procedures
- Increased clinical care and/or monitoring

Where the client one or more comorbid mental health conditions in addition to the condition coded as the Principal Diagnosis, record the main condition as the Additional Diagnosis.

The following responses have been added to allow mapping of ATAPS data to PMHC format.

- Notes:**
- 100: Anxiety disorders (ATAPS)
  - 200: Affective (Mood) disorders (ATAPS)
  - 300: Substance use disorders (ATAPS)
  - 400: Psychotic disorders (ATAPS)

*Note: These four codes should only be used for Episodes that are migrated from ATAPS MDS sources that cannot be described by any other Diagnosis. It is expected that the majority of Episodes delivered to clients from 1st July, 2017 can be assigned to other diagnoses.*

These responses will only be allowed on episodes where the original ATAPS referral date was before 1 July 2017

These responses will only be allowed on episodes with the !ATAPS flag.

For further notes on the recording of diagnosis codes see Principal Diagnosis.

---

## Episode - Area of usual residence, postcode

The Australian postcode of the client.

- Field name:** client\_postcode
- Data type:** string
- Required:** yes

A valid Australian postcode or 9999 if the postcode is unknown or the client has not provided sufficient information to confirm their current residential address.

The full list of Australian Postcodes can be found at [Australia Post](#).

**Notes:**

When collecting the postcode of a person's usual place of residence, the ABS recommends that 'usual' be defined as: 'the place where the person has or intends to live for 6 months or more, or the place that the person regards as their main residence, or where the person has no other residence, the place they currently reside.'

Postcodes are deemed valid if they are in the range 0200-0299, 0800-9999.

**Source:**

[METeOR ID 429894](#)

---

## Episode - Client Consent to Anonymised Data

An indication that the client has consented to their anonymised data being provided to the Department of Health for statistical purposes in planning and improving mental health services.

**Field name:** client\_consent

**Data type:** string

**Required:** yes

1: Yes

**Domain:** 2: No

### 1 - Yes

The client has consented to their anonymised data being provided to the Department of Health for statistical purposes in planning and improving mental health services. The client's data will be included in reports and extracts accessible by the Department of Health.

### 2 - No

**Notes:**

The client has not consented to their anonymised data being provided to the Department of Health for statistical purposes in planning and improving mental health services. The client's data will be excluded from reports and extracts accessible by the Department of Health.

All data can be uploaded, regardless of consent flag.

All data will be available to PHNs to extract for their own internal data evaluation purposes.

---

## Episode - Completion Status

An indication of the completion status of an *Episode of Care*.

**Field name:** episode\_completion\_status

**Data type:** string

**Required:** no

**Domain:**

- 0: Episode open
- 1: Episode closed - treatment concluded
- 2: Episode closed administratively - client could not be contacted
- 3: Episode closed administratively - client declined further contact
- 4: Episode closed administratively - client moved out of area
- 5: Episode closed administratively - client referred elsewhere
- 6: Episode closed administratively - other reason

In order to use code 1 (Episode closed - treatment concluded) the client must have at least one service contact. All other codes may be applicable even when the client has no service contacts.

#### **0 or Blank - Episode open**

The client still requires treatment and further service contacts are required.

#### **1 - Episode closed - treatment concluded**

No further service contacts are planned as the client no longer requires treatment.

#### **2 - Episode closed administratively - client could not be contacted**

Further service contacts were planned but the client could no longer be contacted.

#### **3 - Episode closed administratively - client declined further contact**

Further service contacts were planned but the client declined further treatment.

#### **4 - Episode closed administratively - client moved out of area**

Further service contacts were planned but the client moved out of the area without a referral elsewhere. Where a client was referred somewhere else *Episode Completion Status* should be recorded as code 5 (Episode closed administratively - client referred elsewhere).

#### **5 - Episode closed administratively - client referred elsewhere**

**Notes:** Where a client still requires treatment, but a different service has been deemed appropriate or a client has moved out of the area so has moved to a different provider.

#### **6 - Episode closed administratively - other reason**

Where a client is no longer being given treatment but the reason for conclusion is not covered above.

*Episode Completion Status* interacts with two other data items in the PMHC MDS - *Service Contact - Final*, and *Episode End Date*.

#### ***Service Contact - Final***

Collection of data for *Service Contacts* includes a *Service Contact - Final* item that requires the service provider to indicate whether further Service Contacts are planned. Where this item is recorded as 'no further services planned', the *Episode Completion Status* should be recorded as code 1 (Episode closed - treatment concluded) code 3 (Episode closed administratively - client declined further contact), code 4 (Episode closed administratively - client moved out of area), or code 5 (Episode closed administratively - client referred elsewhere). Selection of coding option should be that which best describes the circumstances of the episode ending.

#### ***Episode End Date***

Where a Final Service Contact is recorded *Episode End Date* should be recorded as the date of the final Service Contact.

---

## **Episode - Continuity of Support**

Is the client a Continuity of Support Client?

**Field name:** continuity\_of\_support

<b>Data type:</b>	string
<b>Required:</b>	yes
<b>Domain:</b>	1: Yes
	2: No
	9: Not stated/inadequately described

*Introduced 1 July 2019*

Similar challenges to Psychosocial Support are faced with the Continuity of Support initiative. The important issues here are:

- The proposed changes to be made for the Psychosocial Support measure should accommodate most requirements for Continuity of Support clients.
- The one important difference is that CoS clients are a highly specific cohort – those currently in Commonwealth funded PIR, PHaMS and D2DL measures found to be ineligible for the NDIS. These clients should be readily identified.
- CoS clients need to have a marker in the PMHC MDS data that allows the cohort to be identified for separate reporting.

#### 1 - Yes

The person was a client of the Personal Helpers and Mentors (PHaMs), Partners In recovery (PIR) and/or Day to Day Living (D2DL) programs and has been found to be ineligible for the National Disability Insurance Scheme (NDIS).

**Notes:**

2 - No

9 - Not stated/inadequately described

It is expected that most **new clients** recorded as CoS clients will have their episodes classified as Psychosocial Support.

For existing clients who have an active (not closed) episode of care who become CoS clients after 1 July 2019, there is no need to close the current episode. PHNs may however wish to change the Principal Focus of Treatment Plan to Psychosocial Support if this better reflects the overall episode goals. Alternatively, PHNs may choose to close the existing episode and commence a new episode. This decision can be made locally.

Services delivered under the new CoS arrangements should be coded as Psychosocial Support in the Service Contact Type field. This is not intended to restrict CoS clients to only Psychosocial Support services. Contact Types delivered to CoS clients can vary across the full range (e.g., they could receive psychological therapy-type service contacts). However, where services are delivered under the CoS arrangements it is essential that they be coded as Psychosocial Support contacts to enable monitoring and reporting of the new CoS measure.

As the new measure does not commence until 1 July 2019, all clients in active episodes prior to that date should be coded as 'No'. This will be implemented by Strategic Data in the PMHC MDS as a system-wide change for all existing clients in active episodes as at 30 June 2019. Changes made to those existing clients from 1 July 2019 can then be made locally.

---

## Episode - Employment Participation

Whether a person in paid employment is employed full-time or part-time, as represented by a code.



**Field name:** employment\_participation

**Data type:** string

**Required:** yes

1: Full-time

2: Part-time

**Domain:** 3: Not applicable - not in the labour force

9: Not stated/inadequately described

Applies only to people whose labour force status is employed. (See metadata item Labour Force Status, for a definition of 'employed'). Paid employment includes persons who performed some work for wages or salary, in cash or in kind, and persons temporarily absent from a paid employment job but who retained a formal attachment to that job.

#### 1 - Full-time

Employed persons are working full-time if they: (a) usually work 35 hours or more in a week (in all paid jobs) or (b) although usually working less than 35 hours a week, actually worked 35 hours or more during the reference period.

**Notes:**

#### 2 - Part-time

Employed persons are working part-time if they usually work less than 35 hours a week (in all paid jobs) and either did so during the reference period, or were not at work in the reference period.

#### 9 - Not stated / inadequately described

Is not to be used on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.

**Source:** [METeOR ID 269950](#)

---

## Episode - End Date

The date on which an *Episode of Care* is formally or administratively ended

**Field name:** episode\_end\_date

**Data type:** date

**Required:** no

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

An *Episode of Care* may be ended in one of two ways:

- clinically, consequent upon conclusion of treatment for the client and discharge from care; or
- administratively (statistically), where contact with the client has been lost by the organisation prior to completion of treatment or other factors prevented treatment being completed.

*Episode End Date* interacts with two other data items in the PMHC MDS - *Service Contact - Final*, and *Episode Completion Status*.

**Notes:**

***Service Contact - Final***

Collection of data for *Service Contacts* includes a *Service Contact - Final* item that requires the service provider to indicate whether further *Service Contacts* are planned. Where this item is recorded as 'no further services planned', the date of the final *Service Contact* should be recorded as the *Episode End Date*.

***Episode Completion Status***

This field should be recorded as 'Episode closed treatment concluded' when a *Service Contact - Final* is recorded. The *Episode Completion Status* field can also be manually recorded to allow for administrative closure of episodes (e.g., contact has been lost with a client over a prolonged period - see *Episode Completion Status* for additional guidance). Where an episode is closed administratively, the *Episode End Date* should be recorded as the date on which the organisation made the decision to close episode.

**Source:**

[METeOR ID 614094](#)

---

## Episode - GP Mental Health Treatment Plan Flag

An indication of whether a client has a GP mental health treatment plan. A GP should be involved in a referral where appropriate however a mental health treatment plan is not mandatory.

**Field name:** mental\_health\_treatment\_plan

**Data type:** string

**Required:** yes

**Domain:**

1:	Yes
2:	No
3:	Unknown
9:	Not stated/inadequately described

---

## Episode - Health Care Card

An indication of whether the person is a current holder of a Health Care Card that entitles them to arrange of concessions for Government funded health services.

**Field name:** health\_care\_card

**Data type:** string

**Required:** yes

**Domain:**

- 1: Yes
- 2: No
- 3: Not Known
- 9: Not stated

**Notes:** Details on the Australian Government Health Care Card are available at: <https://www.humanservices.gov.au/customer/services/centrelink/health-care-card>

**Source:** [METeOR ID 605149](#)

---

## Episode - Homelessness Flag

An indication of whether the client has been homeless in the 4 weeks prior to the current service episode.

**Field name:** homelessness

**Data type:** string

**Required:** yes

**Domain:**

- 1: Sleeping rough or in non-conventional accommodation
- 2: Short-term or emergency accommodation
- 3: Not homeless
- 9: Not stated / Missing

### 1 - Sleeping rough or in non-conventional accommodation

Includes sleeping on the streets, in a park, in cars or railway carriages, under bridges or other similar 'rough' accommodation

### 2 - Short-term or emergency accommodation

Includes sleeping in short-term accommodation, emergency accommodation, due to a lack of other options. This may include refuges; crisis shelters; couch surfing; living temporarily with friends and relatives; insecure accommodation on a short term basis; emergency accommodation arranged in hotels, motels etc by a specialist homelessness agency.

### 3 - Not homeless

**Notes:** Includes sleeping in own accommodation/rental accommodation or living with friends or relatives on a stable, long term basis

### 9 - Not stated / Missing

Not stated / Missing

Select the code that best fits the client's sleeping arrangements over the preceding 4 weeks. Where multiple options apply (e.g., client has experienced more than one of the sleeping arrangements over the previous 4 weeks) the following coding hierarchy should be followed:

- If code 1 applied at any time over the 4 week period, code 1
- If code 2 but not code 1 applied at any time over the 4 week period, code 2
- Otherwise Code 3 applies

---

## 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

**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](#).

---

## Episode - Labour Force Status

The self-reported status the person currently has in being either in the labour force (employed/unemployed) or not in the labour force, as represented by a code.

**Field name:** labour\_force\_status

**Data type:** string

**Required:** yes

1: Employed

2: Unemployed

**Domain:**

3: Not in the Labour Force

9: Not stated/inadequately described

## 1 - Employed

Employed persons are those aged 15 years and over who met one of the following criteria during the reference week:

- Worked for one hour or more for pay, profit, commission or payment in kind, in a job or business or on a farm (employees and owner managers of incorporated or unincorporated enterprises).
- Worked for one hour or more without pay in a family business or on a farm (contributing family workers).
- Were employees who had a job but were not at work and were:
  - away from work for less than four weeks up to the end of the reference week; or
  - away from work for more than four weeks up to the end of the reference week and
  - received pay for some or all of the four week period to the end of the reference week; or
  - away from work as a standard work or shift arrangement; or
  - on strike or locked out; or
  - on workers' compensation and expected to return to their job.
- Were owner managers who had a job, business or farm, but were not at work.

## 2 - Unemployed

Unemployed persons are those aged 15 years and over who were not employed during the reference week, and:

### Notes:

- had actively looked for full time or part time work at any time in the four weeks up to the end of the reference week and were available for work in the reference week; or
- were waiting to start a new job within four weeks from the end of the reference week and could have started in the reference week if the job had been available then.

Actively looked for work includes:

- written, telephoned or applied to an employer for work;
- had an interview with an employer for work;
- answered an advertisement for a job;
- checked or registered with a Job Services Australia provider or any other employment agency;
- taken steps to purchase or start your own business;
- advertised or tendered for work; and
- contacted friends or relatives in order to obtain work.

## 3 - Not in the labour force

Persons not in the labour force are those aged 15 years and over who were not in the categories employed or unemployed, as defined, during the reference week. They include people who undertook unpaid household duties or other voluntary work only, were retired, voluntarily inactive and those permanently unable to work.

Source: [METeOR ID 621450](#)

---

## Episode - Marital Status

A person's current relationship status in terms of a couple relationship or, for those not in a couple relationship, the existence of a current or previous registered marriage, as represented by a code.

<b>Field name:</b>	marital_status
<b>Data type:</b>	string
<b>Required:</b>	yes
<b>Domain:</b>	1: Never married
	2: Widowed
	3: Divorced
	4: Separated
	5: Married (registered and de facto)
	6: Not stated/inadequately described

Refers to the current marital status of a person.

#### 2 - Widowed

This code usually refers to registered marriages but when self-reported may also refer to de facto marriages.

#### 4 - Separated

This code refers to registered marriages but when self-reported may also refer to de facto marriages.

#### Notes: 5 - Married (registered and de facto)

Includes people who have been divorced or widowed but have since re-married, and should be generally accepted as applicable to all de facto couples, including of the same sex.

#### 6 - Not stated/inadequately described

This code is not for use on primary collection forms. It is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.

**Source:** [METeOR ID 291045](#)

---

## Episode - Medication - Antidepressants (N06A)

Whether the client is taking prescribed antidepressants for a mental health condition as assessed at intake assessment, as represented by a code.

<b>Field name:</b>	medication_antidepressants
<b>Data type:</b>	string
<b>Required:</b>	yes
<b>Domain:</b>	1: Yes
	2: No
	9: Unknown

**Notes:**

The N06A class of drugs a therapeutic subgroup of the Anatomical Therapeutic Chemical Classification System, a system of alphanumeric codes developed by the World Health Organisation (WHO) for the classification of drugs and other medical products. It covers drugs designed for the depressive disorders.

Details of drugs included in the category can be found here: [http://www.whocc.no/atc\\_ddd\\_index/?code=N06A](http://www.whocc.no/atc_ddd_index/?code=N06A)

---

## Episode - Medication - Antipsychotics (N05A)

Whether the client is taking prescribed antipsychotics for a mental health condition as assessed at intake assessment, as represented by a code.

**Field name:** medication\_antipsychotics

**Data type:** string

**Required:** yes

**Domain:**

- 1: Yes
- 2: No
- 9: Unknown

**Notes:**

The N05A class of drugs a therapeutic subgroup of the Anatomical Therapeutic Chemical Classification System, a system of alphanumeric codes developed by the World Health Organisation (WHO) for the classification of drugs and other medical products. It covers drugs designed for the treatment of psychotic disorders.

Details of drugs included in the category can be found here: [http://www.whocc.no/atc\\_ddd\\_index/?code=N05A](http://www.whocc.no/atc_ddd_index/?code=N05A)

---

## Episode - Medication - Anxiolytics (N05B)

Whether the client is taking prescribed anxiolytics for a mental health condition as assessed at intake assessment, as represented by a code.

**Field name:** medication\_anxiolytics

**Data type:** string

**Required:** yes

**Domain:**

- 1: Yes
- 2: No
- 9: Unknown

**Notes:**

The N05B class of drugs a therapeutic subgroup of the Anatomical Therapeutic Chemical Classification System, a system of alphanumeric codes developed by the World Health Organisation (WHO) for the classification of drugs and other medical products. It covers drugs designed for the treatment of disorders associated with anxiety and tension.

Details of drugs included in the category can be found here: [http://www.whocc.no/atc\\_ddd\\_index/?code=N05B](http://www.whocc.no/atc_ddd_index/?code=N05B)

---



### Episode - Medication - Hypnotics and sedatives (N05C)

Whether the client is taking prescribed hypnotics and sedatives for a mental health condition as assessed at intake assessment, as represented by a code.

Field name:	medication_hypnotics
Data type:	string
Required:	yes
Domain:	1: Yes
	2: No
	9: Unknown
Notes:	<p>The N05C class of drugs a therapeutic subgroup of the Anatomical Therapeutic Chemical Classification System, a system of alphanumeric codes developed by the World Health Organisation (WHO) for the classification of drugs and other medical products. It covers drugs designed to have mainly sedative or hypnotic actions. Hypnotic drugs are used to induce sleep and treat severe insomnia. Sedative drugs are prescribed to reduce excitability or anxiety.</p> <p>Details of drugs included in the category can be found here: <a href="http://www.whocc.no/atc_ddd_index/?code=N05C">http://www.whocc.no/atc_ddd_index/?code=N05C</a></p>

### Episode - Medication - Psychostimulants and nootropics (N06B)

Whether the client is taking prescribed psychostimulants and nootropics for a mental health condition as assessed at intake assessment, as represented by a code.

Field name:	medication_psychostimulants
Data type:	string
Required:	yes
Domain:	1: Yes
	2: No
	9: Unknown
Notes:	<p>The N06B class of drugs a therapeutic subgroup of the Anatomical Therapeutic Chemical Classification System, a system of alphanumeric codes developed by the World Health Organisation (WHO) for the classification of drugs and other medical products. It covers drugs designed to attention-deficit hyperactivity disorder (ADHD) and to improve impaired cognitive abilities.</p> <p>Details of drugs included in the category can be found here: <a href="http://www.whocc.no/atc_ddd_index/?code=N06B">http://www.whocc.no/atc_ddd_index/?code=N06B</a></p>

### Episode - NDIS Participant

Is the client a participant in the National Disability Insurance Scheme?, as represented by a code.

Field name:	ndis_participant
-------------	------------------

**Data type:** string

**Required:** yes

1: Yes

**Domain:** 2: No

9: Not stated/inadequately described

---

## Episode - Principal Diagnosis

The Principal Diagnosis is the diagnosis established after study to be chiefly responsible for occasioning the client's care during the current Episode of Care.

**Field name:** principal\_diagnosis

**Data type:** string

**Required:** yes

Domain:	100:	Anxiety disorders (ATAPS)
	101:	Panic disorder
	102:	Agoraphobia
	103:	Social phobia
	104:	Generalised anxiety disorder
	105:	Obsessive-compulsive disorder
	106:	Post-traumatic stress disorder
	107:	Acute stress disorder
	108:	Other anxiety disorder
	200:	Affective (Mood) disorders (ATAPS)
	201:	Major depressive disorder
	202:	Dysthymia
	203:	Depressive disorder NOS
	204:	Bipolar disorder
	205:	Cyclothymic disorder
	206:	Other affective disorder
	300:	Substance use disorders (ATAPS)
	301:	Alcohol harmful use
	302:	Alcohol dependence
	303:	Other drug harmful use
	304:	Other drug dependence
	305:	Other substance use disorder
	400:	Psychotic disorders (ATAPS)
	401:	Schizophrenia
	402:	Schizoaffective disorder
	403:	Brief psychotic disorder
	404:	Other psychotic disorder
	501:	Separation anxiety disorder
	502:	Attention deficit hyperactivity disorder (ADHD)
	503:	Conduct disorder
	504:	Oppositional defiant disorder
	505:	Pervasive developmental disorder
	506:	Other disorder of childhood and adolescence
	601:	Adjustment disorder
	602:	Eating disorder
	603:	Somatoform disorder

604:	Personality disorder
605:	Other mental disorder
901:	Anxiety symptoms
902:	Depressive symptoms
903:	Mixed anxiety and depressive symptoms
904:	Stress related
905:	Other
999:	Missing

Diagnoses are grouped into 7 major categories:

- 1xx - Anxiety disorders
- 2xx - Affective (Mood) disorders
- 3xx - Substance use disorders
- 4xx - Psychotic disorder
- 5xx - Disorders with onset usually occurring in childhood and adolescence not listed elsewhere
- 6xx - Other mental disorder
- 9xx - No formal mental disorder but subsyndromal problem

The Principal Diagnosis should be determined by the treating or supervising clinical practitioner who is responsible for providing, or overseeing, services delivered to the client during their current episode of care. Each episode of care must have a Principal Diagnosis recorded and may have an Additional Diagnoses. In some instances the client's Principal Diagnosis may not be clear at initial contact and require a period of contact before a reliable diagnosis can be made. If a client has more than one diagnosis, the Principal Diagnosis should reflect the main presenting problem. Any secondary diagnosis should be recorded under the Additional Diagnosis field.

**Notes:**

The coding options developed for the PMHC MDS have been selected to balance comprehensiveness and brevity. They comprise a mix of the most prevalent mental disorders in the Australian adult, child and adolescent population, supplemented by less prevalent conditions that may be experienced by clients of PHN-commissioned mental health services. The diagnosis options are based on an abbreviated set of clinical terms and groupings specified in the Diagnostic and Statistical Manual of Mental Disorders Fourth Edition (DSM-IV-TR). These code list summarises the approximate 300 unique mental health disorder codes in the full DSM-IV to a set of 9 major categories, and 37 individual codes. Diagnoses are grouped under higher level categories, based on the DSM-IV. Code numbers have been assigned specifically for the PMHC MDS to create a logical ordering but are capable of being mapped to both DSM-IV and ICD-10 codes.

Options for recording Principal Diagnosis include the broad category 'No formal mental disorder but subsyndromal problem' (codes commencing with 9). These codes should be used for clients who present with problems that do not meet threshold criteria for a formal diagnosis - for example, people experiencing subsyndromal symptoms who may be at risk of progressing to a more severe symptom level.

Reference: Diagnostic and Statistical Manual of Mental Disorders, Fourth Edition, Text Revision. Copyright 2000 American Psychiatric Association.

The following responses have been added to allow mapping of ATAPS data to PMHC format.

- 100: Anxiety disorders (ATAPS)
- 200: Affective (Mood) disorders (ATAPS)
- 300: Substance use disorders (ATAPS)
- 400: Psychotic disorders (ATAPS)

*Note: These four codes should only be used for Episodes that are migrated from ATAPS MDS sources that cannot be described by any other Diagnosis. It is expected that the majority of Episodes delivered to clients from 1st July, 2017 can be assigned to other diagnoses.*

These responses will only be allowed on episodes where the original ATAPS referral date was before 1 July 2017

These responses will only be allowed on episodes with the !ATAPS flag.

---

## **Episode - Principal Focus of Treatment Plan**

The range of activities that best describes the overall services intended to be delivered to the client throughout the course of the episode. For most clients, this will equate to the activities that account for most time spent by the service provider.

**Field name:** principal\_focus

**Data type:** string

**Required:** yes

1: Psychological therapy

2: Low intensity psychological intervention

3: Clinical care coordination

4: Complex care package

**Domain:** 5: Child and youth-specific mental health services

6: Indigenous-specific mental health services

7: Other

8: Psychosocial Support

Describes the main focus of the services to be delivered to the client for the current Episode of Care.

#### 7 - Other

**Notes:**

The treatment plan for the client is primarily based around services that cannot be described by other categories. This response must be used for Way Back services.

---

## Episode - Referral Date

The date the referrer made the referral.

**Field name:** referral\_date

**Data type:** date

**Required:** no

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

---

## Episode - Referrer Organisation Type

Type of organisation in which the referring professional is based.

**Field name:** referrer\_organisation\_type

**Data type:** string

**Required:** yes

Domain:	1:	General Practice
	2:	Medical Specialist Consulting Rooms
	3:	Private practice
	4:	Public mental health service
	5:	Public Hospital
	6:	Private Hospital
	7:	Emergency Department
	8:	Community Health Centre
	9:	Drug and Alcohol Service
	10:	Community Support Organisation NFP
	11:	Indigenous Health Organisation
	12:	Child and Maternal Health
	13:	Nursing Service
	14:	Telephone helpline
	15:	Digital health service
	16:	Family Support Service
	17:	School
	18:	Tertiary Education institution
	19:	Housing service
	20:	Centrelink
	21:	Other
	98:	N/A - Self referral
	99:	Not stated

Medical Specialist Consulting Rooms includes private medical practitioner rooms in public or private hospital or other settings.

**Notes:** Public mental health service refers to a state- or territory-funded specialised mental health services (i.e., specialised mental health care delivered in public acute and psychiatric hospital settings, community mental health care services, and s specialised residential mental health care services).

Not applicable should only be selected in instances of Self referral.

---

## Episode - Referrer Profession

Profession of the provider who referred the client.

**Field name:** referrer\_profession

**Data type:** string

**Required:** yes

<b>Domain:</b>	1:	General Practitioner
	2:	Psychiatrist
	3:	Obstetrician
	4:	Paediatrician
	5:	Other Medical Specialist
	6:	Midwife
	7:	Maternal Health Nurse
	8:	Psychologist
	9:	Mental Health Nurse
	10:	Social Worker
	11:	Occupational therapist
	12:	Aboriginal Health Worker
	13:	Educational professional
	14:	Early childhood service worker
	15:	Other
	98:	N/A - Self referral
	99:	Not stated

**Notes:** New arrangements for some services delivered in primary mental health care allows clients to refer themselves for treatment. Therefore, 'Self' is a response option included within 'Referrer profession'.

---

## Episode - Source of Cash Income

The source from which a person derives the greatest proportion of his/her income, as represented by a code.

**Field name:** income\_source

**Data type:** string

**Required:** yes

<b>Domain:</b>	0:	N/A - Client aged less than 16 years
	1:	Disability Support Pension
	2:	Other pension or benefit (not superannuation)
	3:	Paid employment
	4:	Compensation payments
	5:	Other (e.g. superannuation, investments etc.)
	6:	Nil income
	7:	Not known
	9:	Not stated/inadequately described



This data standard is not applicable to person's aged less than 16 years.

This item refers to the source by which a person derives most (equal to or greater than 50%) of his/her income. If the person has multiple sources of income and none are equal to or greater than 50%, the one which contributes the largest percentage should be counted.

**Notes:**

This item refers to a person's own main source of income, not that of a partner or of other household members. If it is difficult to determine a 'main source of income' over the reporting period (i.e. it may vary over time) please report the main source of income during the reference week.

Code 7 'Not known' should only be recorded when it has not been possible for the service user or their carer/family/advocate to provide the information (i.e. they have been asked but do not know).

**Source:** [METeOR ID 386449](#)

---

## Episode - Suicide Referral Flag

Identifies those individuals where a recent history of suicide attempt, or suicide risk, was a factor noted in the referral that underpinned the person's needs for assistance at entry to the episode, as represented by a code.

**Field name:** suicide\_referral\_flag

**Data type:** string

**Required:** yes

**Domain:**

1:	Yes
2:	No
9:	Unknown

---

## Episode - Tags

List of tags for the episode.

**Field name:** 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`.

---

## Key

A metadata key name.

Field name: key

Data type: string

Required: yes

---

## K10+ - Question 1

In the past 4 weeks, about how often did you feel tired out for no good reason?

Field name: k10p\_item1

Data type: string

Required: yes

Domain:

1:	None of the time
2:	A little of the time
3:	Some 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'

---

## K10+ - Question 2

In the past 4 weeks, about how often did you feel nervous?

Field name: k10p\_item2

Data type: string

Required: yes

Domain:

1:	None of the time
2:	A little of the time
3:	Some 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'

---

**K10+ - Question 3**

In the past 4 weeks, about how often did you feel so nervous that nothing could calm you down?

Field name: k10p\_item3

Data type: string

Required: yes

- 
- 1: None of the time
- 2: A little of the time
- 3: Some of the time
- Domain: 4: Most of the time
- 5: All of the time
- 9: Not stated / Missing

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

---

**K10+ - Question 4**

In the past 4 weeks, how often did you feel hopeless?

Field name: k10p\_item4

Data type: string

Required: yes

- 
- 1: None of the time
- 2: A little of the time
- 3: Some of the time
- Domain: 4: Most of the time
- 5: All of the time
- 9: Not stated / Missing

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

---

**K10+ - Question 5**

In the past 4 weeks, how often did you feel restless or fidgety?

Field name: k10p\_item5

Data type: string

**Required:** yes

1: None of the time

2: A little of the time

3: Some of the time

**Domain:** 4: Most of the time

5: All of the time

9: Not stated / Missing

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

---

## K10+ - Question 6

In the past 4 weeks, how often did you feel so restless you could not sit still?

**Field name:** k10p\_item6

**Data type:** string

**Required:** yes

1: None of the time

2: A little of the time

3: Some of the time

**Domain:** 4: Most of the time

5: All of the time

9: Not stated / Missing

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

---

## K10+ - Question 7

In the past 4 weeks, how often did you feel depressed?

**Field name:** k10p\_item7

**Data type:** string

**Required:** yes

	1:	None of the time
	2:	A little of the time
	3:	Some of the time
Domain:	4:	Most of the time
	5:	All of the time
	9:	Not stated / Missing

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

### K10+ - Question 8

In the past 4 weeks, how often did you feel that everything was an effort?

Field name:	k10p_item8
Data type:	string
Required:	yes

	1:	None of the time
	2:	A little of the time
	3:	Some of the time
Domain:	4:	Most of the time
	5:	All of the time
	9:	Not stated / Missing

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

### K10+ - Question 9

In the past 4 weeks, how often did you feel so sad that nothing could cheer you up?

Field name:	k10p_item9
Data type:	string
Required:	yes

	1:	None of the time
	2:	A little of the time
	3:	Some of the time
Domain:	4:	Most of the time
	5:	All of the time
	9:	Not stated / Missing

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

## K10+ - Question 10

In the past 4 weeks, how often did you feel worthless?

**Field name:** k10p\_item10

**Data type:** string

**Required:** yes

	1:	None of the time
	2:	A little of the time
	3:	Some of the time
Domain:	4:	Most of the time
	5:	All of the time
	9:	Not stated / Missing

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

## K10+ - Question 11

In the past four weeks, how many days were you totally unable to work, study or manage your day to day activities because of these feelings?

**Field name:** k10p\_item11

**Data type:** integer

**Required:** yes

**Domain:** 0 - 28, 99 = Not stated / Missing

**Notes:** When the client's responses to Q1-10 are all recorded as 1 'None of the time', they are not required to answer questions 11-14. Where this question has not been answered a response of '99 - Not stated / Missing' should be selected.

**K10+ - Question 12**

Aside from those days, in the past four weeks, how many days were you able to work or study or manage your day to day activities, but had to cut down on what you did because of these feelings?

Field name:	k10p_item12
Data type:	integer
Required:	yes
Domain:	0 - 28, 99 = Not stated / Missing
Notes:	When the client's responses to Q1-10 are all recorded as 1 'None of the time', they are not required to answer questions 11-14. Where this question has not been answered a response of '99 - Not stated / Missing' should be selected.

---

**K10+ - Question 13**

In the past four weeks, how many times have you seen a doctor or any other health professional about these feelings?

Field name:	k10p_item13
Data type:	integer
Required:	yes
Domain:	0 - 89, 99 = Not stated / Missing
Notes:	When the client's responses to Q1-10 are all recorded as 1 'None of the time', they are not required to answer questions 11-14. Where this question has not been answered a response of '99 - Not stated / Missing' should be selected.

---

**K10+ - Question 14**

In the past four weeks, how often have physical health problems been the main cause of these feelings?

Field name:	k10p_item14
Data type:	string
Required:	yes
Domain:	1:   None of the time
	2:   A little of the time
	3:   Some of the time
	4:   Most of the time
	5:   All of the time
	9:   Not stated / Missing

**Notes:** When the client's responses to Q1-10 are all recorded as 1 'None of the time', they are not required to answer questions 11-14. Where this question has not been answered a response of '99 - Not stated / Missing' should be selected.

---

## K10+ - Score

The overall K10 score.

**Field name:** k10p\_score

**Data type:** integer

**Required:** yes

**Domain:** 10 - 50, 99 = Not stated / Missing

The K10 Total score is based on the sum of K10 item 01 through 10 (range: 10-50). Items 11 through 14 are excluded from the total because they are separate measures of disability associated with the problems referred to in the preceding ten items.

**Notes:** The Total score is computed as the sum of the scores for items 1 to 10. If any item has not been completed (that is, has not been coded 1, 2, 3, 4, 5), it is excluded from the total with the proviso that a completed K10 with more than one missing item is regarded as invalid.

If more than one item of items 1 to 10 are missing, the Total Score is set as missing. Where this is the case, the missing value used should be 99.

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

---

## K10+ - Tags

List of tags for the collection occasion.

**Field name:** k10p\_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`.

---

## Measure Key

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



**Field name:** measure\_key

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

**Required:** yes

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

---

## 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

## Practitioner Key

A unique identifier for a practitioner within the provider organisation.

**Field name:** practitioner\_key

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

**Required:** yes

---

## 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'.

Source: [METeOR ID 494341](#)

---

## 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.

---

## 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.

**Source:**

[METeOR ID 494356](#)

---

## Service Contact - Duration

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

**Field name:** service\_contact\_duration

**Data type:** string

**Required:** yes

**0:** No contact took place

**1:** 1-15 mins

**2:** 16-30 mins

**3:** 31-45 mins

**4:** 46-60 mins

**Domain:** **5:** 61-75 mins

**6:** 76-90 mins

**7:** 91-105 mins

**8:** 106-120 mins

**9:** over 120 mins

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.

**Notes:**

**0 - No contact took place**

Only use this code where the service contact is recorded as a no show.

---

## Service Contact - Final

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

**Field name:** service\_contact\_final

<b>Data type:</b>	string
<b>Required:</b>	yes
<b>Domain:</b>	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 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.

---

## Service Contact - Funding Source

The source of funding for a service contact

<b>Field name:</b>	funding_source
<b>Data type:</b>	string
<b>Required:</b>	yes
<b>Domain:</b>	0: PHN funded
	7: TWB

---

## Service Contact - Interpreter Used

Whether an interpreter service was used during the Service Contact

<b>Field name:</b>	service_contact_interpreter
<b>Data type:</b>	string
<b>Required:</b>	yes
<b>Domain:</b>	1: Yes
	2: No
	9: Not stated

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

**1 - Yes**

Use this code where interpreter services were used during the Service Contact. Use of interpreter services for any form of sign language or other forms of non-verbal communication should be coded as Yes.

**Notes:**

**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.

---

## 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.

---

**Service Contact - No Show**

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

Field name:	service_contact_no_show
Data type:	string
Required:	yes
Domain:	1: Yes
	2: No
Notes:	1 - Yes The intended participant(s) failed to attend the appointment.
	2 - No The intended participant(s) attended the appointment.

---

**Service Contact - Participants**

An indication of who participated in the Service Contact.

Field name:	service_contact_participants
Data type:	string
Required:	yes
Domain:	1: Individual client
	2: Client group
	3: Family / Client Support Network
	4: Other health professional or service provider
	5: Other
	9: Not stated

### 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.

---

## 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.

**Source:** [METeOR ID 429894](#)

---

## 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`.

---

## Service Contact - Type

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

**Field name:** service\_contact\_type

**Data type:** string

**Required:** yes

**Domain:**

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

Describes the main type of service delivered in the contact, selected from a defined list of categories. Service providers are required to report on Service Type for all Service Contacts.

### 0 - No contact took place

**Notes:** Only use this code where the service contact is recorded as a no show.

### 9 - Psychosocial Support

Where the client attends, this code must be used for Way Back services.

---



## Service Contact - Venue

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

Field name:	service_contact_venue
Data type:	string
Required:	yes
Domain:	<div><div>1: Client's Home</div><div>2: Service provider's office</div><div>3: GP Practice</div><div>4: Other medical practice</div><div>5: Headspace Centre</div><div>6: Other primary care setting</div><div>7: Public or private hospital</div><div>8: Residential aged care facility</div><div>9: School or other educational centre</div><div>10: Client's Workplace</div><div>11: Other</div><div>12: Aged care centre - non-residential</div><div>98: Not applicable (Service Contact Modality is not face to face)</div><div>99: Not stated</div></div>
Notes:	<div>Values other than 'Not applicable' only to be specified when Service Contact Modality is 'Face to Face'.</div> <div>Note that 'Other primary care setting' is suitable for primary care settings such as community health centres.</div>

---

## 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
Notes:	Service contact keys are case sensitive and must be valid unicode characters.

---

## 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 <code>!</code> . Leading and trailing spaces will be stripped. e.g. <code>priority!, nurse required, pending-outcome-1</code> would all be legitimate.
	Tags beginning with an exclamation mark (!) are reserved for future use by the Department. e.g. <code>!reserved, ! reserved, !department-use-only</code> .

---

## TWB Critical Incident - Type

The type of critical incident.

Field name:	twb_critical_incident_type
Data type:	string
Required:	yes
	<div>1: Suicide attempt of an active client</div> <div>2: Suicide death of an active client</div>
Domain:	<div>3: Death by other cause of an active client</div> <div>9: Not stated/Inadequately described</div>
	<b>Reporting requirements</b> Mandatory where a critical incident is reported.
Notes:	<b>Guide for use</b> 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. It is also acknowledged that each Service Provider will have the appropriate management strategies in place for handling Critical Incidents.
	<b>Purpose/context</b> 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 - Eligibility Type

The criteria by which the client is eligible for service.

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

**Data type:** string

**Required:** yes

1: Primary Criteria

2: Secondary Criteria

**Domain:** 98: Other

99: Not stated/Inadequately described

### 1 - Primary Eligibility Criteria

The primary eligibility criteria are met when a person is referred to The Way Back after presenting to a hospital emergency department or community mental health service<sup>12</sup> following a suicide attempt. A suicide attempt is defined as a “non-fatal self-directed potentially injurious behaviour with any intent to die as a result of the behaviour”. A suicide attempt may or may not result in physical injury and may or may not result in a hospital admission.

### 2 - Secondary Eligibility Criteria

**Notes:** The secondary eligibility criteria are met when a person is referred to The Way Back after presenting to a hospital emergency department or community mental health service in or following a suicidal crisis and whose risk of suicide is identified as imminent. A suicidal crisis is defined as a person experiencing distress, suicidal thoughts and articulating an intent to die. A suicidal crisis may or may not result in a hospital admission.

**Reporting requirements** Mandatory – All clients

**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
  - 9: Not stated/Inadequately described

**Notes:**

---

## TWB Episode - Intersex Status

Do you wish to disclose intersex status?

**Field name:** twb\_intersex\_status

**Data type:** string

**Required:** yes

- Domain:**
- 1: Yes
  - 2: No
  - 3: Does not want to disclose

**Notes:** **Note** Intersex: The term intersex is used to describe people who are born with sex characteristics, including genitals, gonads and chromosome patterns, that do not fit typical binary notions of male and female bodies

---

## TWB Episode - Method of suicide attempt

For clients referred to The Way Back for a suicide attempt, what was the method of their most recent attempt?

**Field name:** twb\_method\_of\_suicide\_attempt

**Data type:** string

**Required:** yes

- Domain:**
- 1: Intentional self-poisoning
  - 2: Intentional self-harm by hanging, strangulation and suffocation
  - 3: Intentional self-harm by drowning and submersion
  - 4: Intentional self-harm by sharp object
  - 5: Intentional self-harm by Firearm
  - 6: Intentional self-harm by jumping from a high place
  - 98: Other
  - 99: Not stated/Inadequately described

**Notes:**

---

### TWB Episode - Previous suicide attempts

Has the client made a suicide attempt and/or experienced suicidal ideation in their lifetime?

Field name:	twb_previous_suicide_attempts
Data type:	string
Required:	yes
Domain:	1: No
	2: Previous attempt(s) made in the past 12 months
	3: Previous attempt(s) made within their lifetime
	7: Not known
	9: Not stated/Inadequately described

Notes:	<b>1 – Suicide attempt</b>
	A non-fatal, self-directed, potentially injurious behaviour with an intent to die as a result of the behaviour; might not result in injury.
	<b>2 – Suicidal ideation</b>
	Thinking about, considering, or planning suicide.

---

### 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: Aboriginal and Torres Strait Islander Health Practice
	2: Medical
	3: Nursing and Midwifery
	4: Occupational Therapy
	5: Psychology
	6: Mental Health Social Worker
	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 Orientation

How do you describe your sexual orientation?

**Field name:** twb\_sexual\_orientation

**Data type:** string

**Required:** yes

- 1: Straight or heterosexual
- 2: Lesbian, gay or homosexual
- 3: Bisexual or pansexual
- 4: Asexual
- 5: Questioning
- 6: Other
- 9: Not stated

**Domain:**

---

## 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 - Transgender Status

Do you have a transgender history, experience, or identity?



**Field name:** twb\_transgender\_status

**Data type:** string

**Required:** yes

**Domain:**

- 1: Yes
- 2: No
- 3: Does not want to disclose

**Notes:** **Note** Transgender: The term transgender is used to describe people whose gender identity does not align with the sex they were assigned at birth.

---

## TWB Episode - Veteran

Whether the client identifies as a veteran.

**Field name:** twb\_veteran

**Data type:** string

**Required:** yes

**Domain:**

- 1: Identifies as a veteran
- 2: Does not identify as a veteran
- 9: Not stated/Inadequately described

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

**Notes:** **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 NI - Tags

List of tags for the collection occasion.

**Field name:** twb\_ni\_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 NI - Type

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

**Field name:** twb\_ni\_type

**Data type:** string

**Required:** yes

**Domain:** Multiple space separated values allowed

**Reporting requirements** The Needs Identification (NI) is a screening process where the psychosocial needs of a client are identified. It provides the basis for the creation of a Support Plan and is considered a useful way to help understand client support needs and service goals. The needs identified through this process should inform the client's goals and referrals to community-based services.

**Notes:** 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 NI Key

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

**Field name:** twb\_ni\_key

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

**Required:** yes

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

---

## 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

A support plan articulates:

- the client's **needs** as assessed using the Support Tools
- the client's **goals** of participating in The Way Back
- proposed **actions and interventions** planned to address identified needs and goals including referrals to be made

#### Notes:

In developing a Support Plan, discussion with clients should consider warning signs, strengths, support mechanisms and strategies that have enabled them to take the next steps.

A Support Plan must be completed with a client within two weeks of their consenting to participate in the service. To identify a client's needs and build an understanding of what support will be of benefit, all Support Tools and Measures should be completed prior to completing the Support Plan. Support Plans are also required to be reviewed at 6 weeks, or a regular basis throughout the support period to ensure that strategies are current and upon Service Exit. Each review must be documented.

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 <code>!</code> . Leading and trailing spaces will be stripped. e.g. <code>priority!, nurse required, pending-outcome-1</code> would all be legitimate.
	Tags beginning with an exclamation mark (!) are reserved for future use by the Department. e.g. <code>!reserved, ! reserved, !department-use-only</code> .

---

## TWB Plan Key

This is a number or code assigned to each instance of a TWB Plan. The TWB Plan Key is unique and stable for each instance of a measure at the level of the organisation.

Field name:	twb_plan_key
Data type:	string (2,50)
Required:	yes
Notes:	Measure keys are case sensitive and must be valid unicode characters.

---

## 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
	<b>Reporting requirements</b> Mandatory where Episode—Primary Nominated Professional = 1 - 12
Notes:	<b>Guide for use</b> 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.
	<b>Purpose/context</b> 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
Domain:	1: Entry
	2: Exit
Notes:	<p><b>1 - Entry</b></p> <p>Refers to a contact with the Primary Nominated Professional at entry to TWS.</p> <p><b>2 - Exit</b></p> <p>Refers to a contact with the Primary Nominated Professional at exit from TWS.</p>

---

## 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:	<p>Tags can contain lower case letters (or will get lowercased), numbers, dashes, spaces, and <code>!</code>. Leading and trailing spaces will be stripped. e.g. <code>priority!, nurse required, pending-outcome-1</code> would all be legitimate.</p> <p>Tags beginning with an exclamation mark (!) are reserved for future use by the Department. e.g. <code>!reserved, ! reserved, !department-use-only</code>.</p>

---

## 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 Recommendation Out - Provider Type

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

Field name:	twb_recommendation_out_provider_type
Data type:	string
Required:	yes

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

Domain:

- 37: Private allied health provider
- 38: Sexual Assault service
- 39: Financial counsellor
- 40: Sexual health service
- 41: Medical specialist
- 97: No Recommendation
- 98: Other
- 99: Not stated/Inadequately described

#### Reporting requirements

#### Guide for use

#### Notes:

It is best to record the recommendation 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 recommendations and note the corresponding Source of Recommendation code. Report the Recommendation starting with the most relevant or urgent one first.

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

---

## TWB Recommendation Out - Status

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

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

**Data type:** string

**Required:** yes

#### Domain:

- 1: Client declined to take up recommendation
- 2: Service commenced
- 3: Service completed
- 4: Waitlisted
- 5: Client deceased prior to service commencement
- 98: Other
- 99: Not stated/Inadequately described

**Reporting requirements** Mandatory where TWB Recommendation Out - Provider Type 1-41 is present

#### Notes:

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

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

---



## TWB Recommendation Out - Tags

List of tags for TWB Recommendation Out.

Field name:	twb_recommendation_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 <code>!</code> . Leading and trailing spaces will be stripped. e.g. <code>priority!, nurse required, pending-outcome-1</code> would all be legitimate.
	Tags beginning with an exclamation mark (!) are reserved for future use by the Department. e.g. <code>!reserved, ! reserved, !department-use-only</code> .

---

## TWB Recommendation Out Key

This is a number or code assigned to each recommendation out. The Recommendation Out Key is unique and stable for each recommendation out at the lvel of the organisation.

Field name:	twb_recommendation_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

<b>Domain:</b>	<b>0:</b>	At no time
	<b>1:</b>	Some of the time
	<b>2:</b>	Less than half of the time
	<b>3:</b>	More than half of the time
	<b>4:</b>	Most of the time
	<b>5:</b>	All of the time
	<b>9:</b>	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

<b>Domain:</b>	<b>0:</b>	At no time
	<b>1:</b>	Some of the time
	<b>2:</b>	Less than half of the time
	<b>3:</b>	More than half of the time
	<b>4:</b>	Most of the time
	<b>5:</b>	All of the time
	<b>9:</b>	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

<b>Domain:</b>	<b>0:</b>	At no time
	<b>1:</b>	Some of the time
	<b>2:</b>	Less than half of the time
	<b>3:</b>	More than half of the time
	<b>4:</b>	Most of the time
	<b>5:</b>	All of the time
	<b>9:</b>	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

<b>Domain:</b>	<b>0:</b>	At no time
	<b>1:</b>	Some of the time
	<b>2:</b>	Less than half of the time
	<b>3:</b>	More than half of the time
	<b>4:</b>	Most of the time
	<b>5:</b>	All of the time
	<b>9:</b>	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

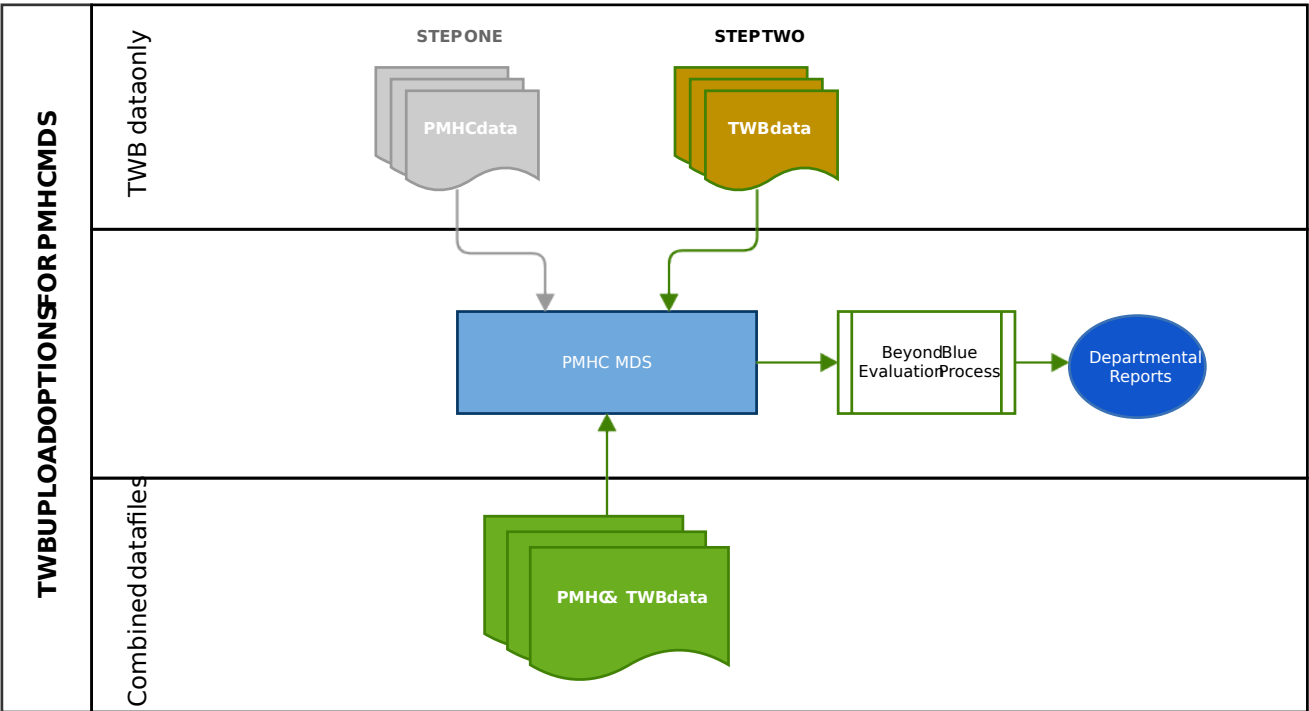
### Files or worksheets to upload

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

The TWB upload format adds additional values to support the TWB extension and also implements the Collection Occasion specification differently to allow more than one measure to be collected at each collection occasion.

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 changed their standard upload files to include TWB data. 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 allow TWB uploads at the same time. 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 [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 '3.0'

i.e.:

key	value
type	wayback
version	3.0

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 Measure](#).

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
- 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 [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 - Date](#) must not be before [Episode - Referral Date](#).
2. [Collection Occasion - Date](#) must not be after [Episode - End Date](#).
3. [Collection Occasion - 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. TWB-NI

1. [Collection Occasion - Date](#) must not be before [Episode - Referral Date](#).
2. [Collection Occasion - Date](#) must not be after [Episode - End Date](#).
3. [Collection Occasion - 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.

### 5. WHO-5

1. [Collection Occasion - Date](#) must not be before [Episode - Referral Date](#).
2. [Collection Occasion - Date](#) must not be after [Episode - End Date](#).
3. [Collection Occasion - 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.

### 6. 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**

### **16/3/2019 - Version 3.0**

- Removed the MSPSS

### **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