Australian Government

Department of Health

PMHC-MDS YES Invitation Specification

Version 1.0.0

As at 10 November, 2021

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1. Introduction

This data specification is to be used to send invitations to complete a YES-PHN survey to clients who have completed an episode of care in the PMHC MDS within a specified time period.

The Tools: YES-PHN Download Completed Episodes report within the PMHC MDS can be used to extract a spreadsheet in the format defined in this specification. The PMHC MDS will populate all columns in the spreadsheet except for the mobile phone number and email address of the client.

Once the spreadsheet has been downloaded an organisational user can fill in either the mobile phone number or email address for each client. In order for an invitation to be sent at least one of mobile phone number or email address must be provided.

After filling in the information, the user can re-upload the file to the PMHC MDS. The PMHC MDS has been integrated with the OMSSS. The PMHC MDS will request OMSSS send invitations to each client to fill in a YES-PHN survey.

2. Specifications

2.1. Record formats

2.1.1. Metadata

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

Table 2.1 Metadata record layout

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

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

Table 2.2 Metadata file

key	value
type	YES-INVITATION
version	1.0

2.1.2. Invitation

Table 2.3 Invitation record layout

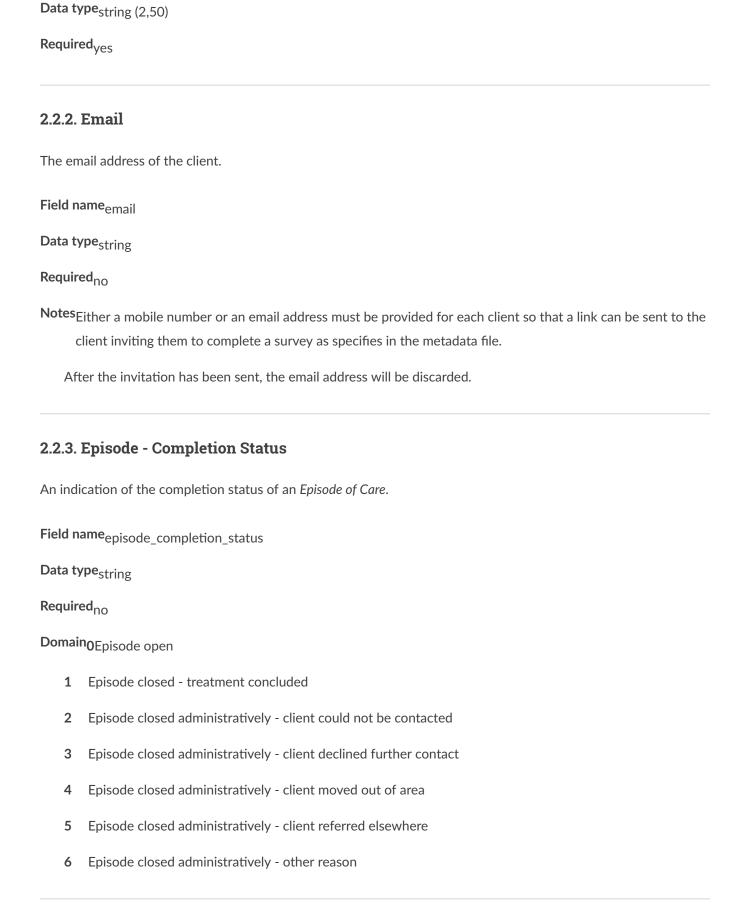| Data Element (Field Name)	Type (min,max)	Required	Format / Values
Organisation Path (organisation_path)	string	yes	A sequence of colon separated Organisation Keys that fully specifies the Provider Organisation providing a service to the client.

Data Element (Field Name)	Type (min,max)	Required	Format / Values
Client Key (client_key)	string (2,50)	yes	This is a number or code assigned to each individual client referred to the commissioned organisation. The client identifier is unique and stable for each individual within the Provider Organisation.
Episode Key (episode_key)	string (2,50)	yes	This is a number or code assigned to each episode. The Episode Key is unique and stable for each episode at the level of the Provider Organisation.
Episode - End Date (episode_end_date) METeOR: 614094	date	—	The date on which an *Episode of Care* is formally or administratively ended
Episode - Completion Status (episode_completion_status)	string	—	An indication of the completion status of an *Episode of Care*.
Mobile Number (mobile_number)	string	—	The mobile phone number of the client.
Email (email)	string	—	The email address of the client.
Reminders (reminders)	string	—	YES, Yes, yes, Y, y, NO, No, no, N, n

2.2. Definitions

2.2.1. Client Key

This is a number or code assigned to each individual client referred to the commissioned organisation. The client identifier is unique and stable for each individual within the Provider Organisation.

Field nameclient_key

Data type string (2,50)

Required yes

2.2.2. Email

The email address of the client.

Field name email

Data type string

Required no

Notes Either a mobile number or an email address must be provided for each client so that a link can be sent to the client inviting them to complete a survey as specifies in the metadata file.

After the invitation has been sent, the email address will be discarded.

2.2.3. 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

2.2.4. 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

Notes - The episode end date must not be before 1st January 2016.

- The episode end date must not be in the future.

Source METeOR ID 614094

2.2.5. 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 Provider Organisation.

Field name episode_key

Data type string (2,50)

Required yes

Notes See Episode Key.

2.2.6. Key

A metadata key name.

Field name key

Data type string

Required yes

2.2.7. Mobile Number

The mobile phone number of the client.

Field name mobile_number

Data type string

Required no

NotesEither a mobile number or an email address must be provided for each client so that a link can be sent to the client inviting them to complete a survey as specifies in the metadata file.

After the invitation has been sent, the mobile number will be discarded.

2.2.8. Organisation Path

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

Field nameorganisation_path

Data typestring

Requiredyes

NotesA 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:

Organisation Key	Organisation Name	Organisation Type	Commissioning Organisation	Organisatio
PHN999	Test PHN	Primary Health Network	None	PHN999
PO101	Test Provider Organisation	Private Allied Health Professional Practice	PHN999	PHN999:P(

2.2.9. Reminders

Send reminders to the client?

Field namereminders

Data typeboolean (Yes|No)

Requiredno

DomainYes|No

NotesIndicates whether reminders should be sent to the client.

Invitations are valid for 7 days. The following reminder emails will be sent:

- 2 days after the invitation - Reminding the client to fill in the YES. Also reminding them of the date on which it will expire.

- 6 days after the invitation - Reminding the client to fill in the YES. Reminding them that it will expire tomorrow.

2.2.10. Value

The metadata value.

Field namevalue

Data typestring

Requiredyes

2.3. Download Specification Files

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

- Specification zip

3. Upload specification

3.1. File requirements

Uploads will be rejected by our incoming data scanning system if they do not meet the following requirements:

- Must be either an Excel Workbook (.xlsx),
- OR a zip (.zip) file containing CSV files,
- AND must be less than 512MB

3.1.1. Excel Workbook (XLSX)

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

3.1.2. Zip file containing Comma Separated Values (CSV)

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

3.1.3. File size

Files must be less than 512MB. The file size restriction prevents our systems from becoming unstable if extremely large files are uploaded. We will monitor if this limit causes issues for anyone and adjust it if necessary.

3.2. Files or worksheets to upload

The following files/worksheets can be uploaded to the PMHC MDS:

Table 3.1 Summary of files to upload

File Type	CSV filename	Excel worksheet name	Required
Invitations	invitations.csv	Invitations	Required
Metadata	metadata.csv	Metadata	Required

Each of the example files assumes the following organisation structure:

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

3.3. File format

Requirements for file formats:

- The first row must contain the column headings as defined for each file type.
- Each item is a column in the file/worksheet. The 'Field Name' must be used for the column headings. The columns must be kept in the same order.
- The second and subsequent rows must contain the data.
- Data elements for each file/worksheet are defined at Record formats.

3.3.1. Metadata file

All 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 'YES-INVITATION'
- In the third row, the first cell must contain 'version' and the second cell must contain '1.0'

i.e.:

Table 3.2 Metadata file

key	value
type	YES-INVITATION
version	1.0

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

Example metadata data:

- CSV metadata file.
- XLSX metadata worksheet.

3.3.2. Invitation format

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

Data elements for the invitation upload file/worksheet are defined at Invitation.

Example invitation data:

- CSV invitation file.
- XLSX invitation worksheet.

4. Validation Rules

This document defines validation rules between items and record types. The domain of individual items is defined in Record formats.

4.1. Current Validations

4.1.1. Invitation

1. Organisation Path must be the path of existing organisation within the PMHC MDS.
2. Client Key must be the key of existing client within the PMHC MDS.
3. Episode Key must be the key of existing episode within the PMHC MDS.
4. Either Mobile Number or Email must be supplied.

5. YES Invitations Change log

5.1. ??/??/2021 - Version 1.0 - draft

Initial draft release.