



Government of **Western Australia**
Department of **Health**



home and community care

A JOINT COMMONWEALTH AND STATE/TERRITORY PROGRAM
PROVIDING FUNDING AND ASSISTANCE FOR AUSTRALIANS IN NEED

Western Australia (WA) Home and Community Care Minimum Data Set (MDS) V2

Bulletin 17 - September 2009

MDS Report due: WEDNESDAY 21 OCTOBER 2009

HACC MDS reporting is upon us again. Organisations are reminded to report their data by the fifteenth business day, which will be **WEDNESDAY 21 OCTOBER 2009**.

Reporting as early as possible in the month ensures that there is sufficient time to make corrections and re-submit if/as required.

Quarterly MDS data should be sent to the National Data Repository (NDR) at:

mdsubmission@haccmds.gov.au

At the same time, providers* should 'cc' a copy of the MDS data to the HACC mailbox:

haccwa@health.wa.gov.au



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*Alternative arrangements may exist for some agencies in the Kimberley and Pilbara regions

On submitting your data, **you should receive two response emails** (within 24 hours) **from the NDR.**

If you do not receive these response emails from the NDR, check that the email address you used was correct. If you are sure it was correct but you have had no response, you should contact the NDR Helpdesk :

Ph: 1800 638 427

You should also receive an email from HACC WA within a week, which will include an attached summary of your data. **You should check this summary to ensure that your reported volumes look correct.**

MDS Reporting – PID's

The introduction allocation of New / Extra PIDs in 2006 has ensured that each project relates to only one HACC region and therefore simplifies the tracking of dollars and activity across regions.

When introduced at the start of 2006/07, organisations were informed that they would initially have two options in terms of MDS reporting:

Option 1) No Change, i.e. record and report using your current one PID.

With this option, your data will be organised into the new separate regional projects within State-level databases. This is possible through linking residential postcodes in the client records with the appropriate HACC regions and PIDs.

Option 2) Change, i.e. record and report using all of your new PIDs.

This option may be convenient for organisations that have operational sites in each of their contracted regions.

It is now time for organisations that previously chose **Option 1** to commence discussions with their Project Officer around reporting MDS by PID's. Project Officers will be asked to have these discussions with organisations and raise any impediments with the Aged Care Policy Directorate.

We are aiming to have **ALL** organisations reporting by PID's by the end of the first quarter of 2009/10.

Why is accurate, regular HACC MDS reporting imperative?

Data is an important tool required for:

- policy development
 - strategic planning
 - performance monitoring
- To assist HACC service providers to provide high quality services to their clients by facilitating improvements in the internal management of HACC-funded service delivery; and
 - To facilitate consistency and comparability between HACC data and other aged, community care and health data collections.

A recent report from the NDR has shown that there were a number of records that did not contain a care recipient's date of birth. This quarter I would like to remind everyone of the importance of reporting the HACC care recipient's date of birth. Below are some points to assist with this reporting.

Reporting this element:

- **Date of birth is an important part of the Statistical Linkage Key.**
- Record the person's date of birth as accurately as possible, including day, month and year of birth.
- Dates should be reported as an 8-digit number in the following format: dd/mm/yyyy e.g. 3 July 1905 is reported as 03/07/1905.
- If the actual date of birth of the person is not known, agencies should calculate an estimated date of birth in the following way:
 - If the age of the person is known, the age of the person should be used to derive the person's year of birth.
 - If the person's age is not known, an estimate of the person's age should be used to calculate an estimated year of birth.
 - An actual or estimated year of birth should then be converted to an estimated date of birth according to the following convention:
01/01/estimated year of birth.
- If the person knows their year of birth, but no other details, again record the day and month as 1st January, e.g. a person who has a year of birth of 1942, but doesn't know any other details, will have their date of birth recorded as 01/01/1942.
- If you have estimated the date of birth, take care to record this in the **Date of Birth Estimate flag** element.
- If a client was born in the 19th century, take care to record their year of birth correctly, e.g. 1896.

Further Information

If you have any further questions regarding this Bulletin or MDS in general, please contact Dawn Kerr on ☎9222 4061 or Craig Robinson on ☎9222 4028.

Further MDS information is available from the WA HACCC website:

<http://www.health.wa.gov.au/HACC/mds/index.cfm>

On this website, you will also find a link to the Australian Government MDS website, from which further MDS resources including the **National MDS User Guide** can be downloaded.