

Person—letters of family name, text XXX

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Person—letters of family name, text XXX

Identifying and definitional attributes

Metadata item type:	Data Element
Short name:	Letters of family name
METEOR identifier:	349481
Registration status:	Community Services (retired) , Standard 27/03/2007 Early Childhood , Standard 21/05/2010 Housing assistance , Standard 23/08/2010 Homelessness , Standard 23/08/2010 Health! , Standard 07/12/2011 Disability , Standard 07/10/2014 Children and Families , Standard 22/11/2016 Youth Justice , Superseded 27/03/2023
Definition:	The combination of 2nd, 3rd and 5th letters of a person's family name.
Data Element Concept:	Person—letters of family name
Value Domain:	Text XXX

Value domain attributes

Representational attributes

Representation class:	Text
Data type:	String
Format:	XXX
Maximum character length:	3

Data element attributes

Collection and usage attributes

Guide for use: In the three spaces, the agency should record the 2nd, 3rd and 5th letters of the client's family name.

For example: If the client's family name is Brown, the reported value should be RON. If the client's family name is Thompson, the reported value should be HOP.

If the client's family name includes non-alphabetic characters—for example hyphens (as in Lee-Archer), apostrophes (as in O'Mara) or blank spaces (as in De Vries)—these non-alphabetic characters should be ignored when counting the position of each character.

Regardless of the length of a person's name, the reported value should always be three characters long. If the legal family name is not long enough to supply the requested letters (i.e. a legal family name of less than five letters) then agencies should substitute the number '2' to reflect the missing letters. The placement of a number '2' should always correspond to the same space that the missing letter would have within the 3-digit field. A number (rather than a letter) is used for such a substitution in order to clearly indicate that an appropriate corresponding letter from the person's name is not available.

For example: If a person's family name is Farr, then value reported would be AR2 because the 2 is substituting for a missing 5th letter of the family name. Similarly, if the person's family name was Hua, then the value reported would be UA2 because the 2 is substituting for the missing 5th letter of the family name.

If a client's family name is missing altogether the agency should record the number 999 for all three spaces associated with the family name, (not the number 2). In some cultures it is traditional to state the family name first. To overcome discrepancies in recording/reporting that may arise as a result of this practice, agencies should always ask the person to specify their legal first given name and their legal family name separately. These should then be recorded as first given name and family name as appropriate, regardless of the order in which they may be traditionally given.

Comments: The selected *Letters of family name* can be used in combination with *Letters of given name*, *Date of birth* and *Sex* to develop a statistical linkage key to facilitate the linkage of records for statistical purposes only. This key will also enable linkage to other related databases that either have the same linkage key or the fundamental information to form the same key. The linkage is to assist research and analysis of the data, not for tracking of individuals through the system for case management.

The provision of letters of a person's name can be a sensitive issue because of privacy and confidentiality concerns. The use of this information will be in accordance with privacy principles.

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Relational attributes

Related metadata references: Is used in the formation of [Record—linkage key, code 581 XXXXXDDMMYYYYN Community Services \(retired\)](#), Standard 21/05/2010
[Disability](#), Standard 07/10/2014
[Early Childhood](#), Standard 21/05/2010
[Health!](#), Superseded 25/01/2018
[Homelessness](#), Superseded 10/08/2018
[Housing assistance](#), Standard 23/08/2010

Is used in the formation of [Record—linkage key, code 581 XXXXXDDMMYYYYX Health!](#), Standard 25/01/2018
[Homelessness](#), Standard 10/08/2018

Is formed using [Person \(name\)—family name, text X\[X\(39\)\] Community Services \(retired\)](#), Superseded 06/02/2012
[Health!](#), Superseded 05/10/2016
[Housing assistance](#), Standard 20/06/2005
[Tasmanian Health](#), Standard 01/09/2016

Implementation in Data Set [Carer demographics file cluster](#)

Specifications:

[Children and Families, Standard 22/11/2016](#)
[Community Services \(retired\), Recorded 10/10/2014](#)

Implementation start date: 01/07/2011

Implementation end date: 30/06/2013

DSS specific information:

'Letters of carer's name' is collected as one item in cell number 2 in the Carer demographics file of the CP NMDS.

The 2nd, 3rd and 5th letters of the carer's family name are combined with the 2nd and 3rd letters of the carer's given name to obtain the 5 digit letters of the carer's name.

[Child protection \(CP\) client file cluster](#)

[Children and Families, Superseded 22/11/2016](#)

Implementation start date: 01/07/2013

Implementation end date: 30/06/2015

DSS specific information:

'Letters of name' is collected as one item in cell number 2 in the Client file of the CP National minimum data set (NMDS).

The 2nd, 3rd and 5th letters of the client's family name are combined with the 2nd and 3rd letters of the client's given name to obtain the 5 digit letters of the client's name.

For children who were unborn at the time of the notification and who were subsequently born by 31 August, letters of name should reflect the name given to the child following birth.

[Child protection \(CP\) client file cluster](#)

[Children and Families, Superseded 22/11/2016](#)

Implementation start date: 01/07/2012

Implementation end date: 30/06/2014

DSS specific information:

'Letters of name' is collected as one item in cell number 2 in the Client file of the CP National minimum data set (NMDS).

The 2nd, 3rd and 5th letters of the client's family name are combined with the 2nd and 3rd letters of the client's given name to obtain the 5 digit letters of the client's name.

For children who were unborn at the time of the notification and who were subsequently born by 31 August, letters of name should reflect the name given to the child following birth.

[Child protection \(CP\) client file cluster](#)

[Children and Families, Superseded 22/11/2016](#)

[Community Services \(retired\), Recorded 09/10/2014](#)

Implementation start date: 01/07/2011

Implementation end date: 30/06/2013

DSS specific information:

'Letters of name' is collected as one item in cell number 2 in the Client file of the CP National minimum data set (NMDS).

The 2nd, 3rd and 5th letters of the client's family name are combined with the 2nd and 3rd letters of the client's given name to obtain the 5 digit letters of the client's name.

For children who were unborn at the time of the notification and who were subsequently born by 31 August, letters of name should reflect the name given to the child following birth.

[Child protection \(CP\) client file cluster](#)

[Children and Families, Superseded 20/04/2018](#)

Implementation start date: 01/07/2014

Implementation end date: 30/06/2016

DSS specific information:

'Letters of name' is collected as one item in cell number 2 in the Client file of the CP National minimum data set (NMDS).

The 2nd, 3rd and 5th letters of the client's family name are combined with the 2nd and 3rd letters of the client's given name to obtain the 5 digit letters of the client's name.

For children who were unborn at the time of the notification and who were subsequently born by 31 August, letters of name should reflect the name given to the child following birth.

[Child protection \(CP\) client file cluster](#)

[Children and Families](#), Superseded 20/01/2021

Implementation start date: 01/07/2015

Implementation end date: 30/06/2017

DSS specific information:

'Letters of name' is collected as one item in cell number 2 in the Client file of the CP National minimum data set (NMDS).

The 2nd, 3rd and 5th letters of the client's family name are combined with the 2nd and 3rd letters of the client's given name to obtain the 5 digit letters of the client's name.

For children who were unborn at the time of the notification and who were subsequently born by 31 August, letters of name should reflect the name given to the child following birth.

[Child protection \(CP\) client file cluster](#)

[Children and Families](#), Standard 03/11/2021

DSS specific information:

'Letters of name' is collected as one item in cell number 2 in the Client file of the CP National minimum data set (NMDS).

The 2nd, 3rd and 5th letters of the client's family name are combined with the 2nd and 3rd letters of the client's given name to obtain the 5 digit letters of the client's name.

For children who were unborn at the time of the notification and who were subsequently born by 31 August, letters of name should reflect the name given to the child following birth.

[Child protection \(CP\) client file cluster](#)

[Children and Families](#), Superseded 03/11/2021

DSS specific information:

'Letters of name' is collected as one item in cell number 2 in the Client file of the CP National minimum data set (NMDS).

The 2nd, 3rd and 5th letters of the client's family name are combined with the 2nd and 3rd letters of the client's given name to obtain the 5 digit letters of the client's name.

For children who were unborn at the time of the notification and who were subsequently born by 31 August, letters of name should reflect the name given to the child following birth.

[Child protection and support services \(CPSS\) client cluster](#)

[Community Services \(retired\)](#), Standard 30/04/2008

Implementation start date: 22/06/2007

[Child protection and support services \(CPSS\) client DSS Pilot \(2010\)](#)

[Community Services \(retired\)](#), Recorded 19/08/2011

DSS specific information:

The 2nd, 3rd and 5th letters of the client's family name are combined with the 2nd

and 3rd letters of the client's given name to obtain the 5 digit letters of the client's name.

[Child protection client alias cluster](#)

[Community Services \(retired\)](#), Recorded 19/08/2011

DSS specific information: The 2nd, 3rd and 5th letters of the client's family name are combined with the 2nd and 3rd letters of the client's given name to obtain the 5 digit letters of the client's name.

[Children's Services NMDS](#)

[Community Services \(retired\)](#), Superseded 21/05/2010

DSS specific information:

In the Children's Services NMDS, this is a specific combination of letters selected from the child's family name/surname to provide a child identifier within and across child care or preschool services and to assist with record linkage.

[Commonwealth State/Territory Disability Agreement NMDS - 1 July 2006](#)

[Community Services \(retired\)](#), Superseded 14/12/2008

[Commonwealth State/Territory Disability Agreement NMDS \(July 2008\)](#)

[Community Services \(retired\)](#), Superseded 11/11/2009

[Disability Services NMDS 2009-10](#)

[Community Services \(retired\)](#), Superseded 15/12/2011

Implementation start date: 01/07/2009

[Disability Services NMDS 2010-11](#)

[Community Services \(retired\)](#), Superseded 15/12/2011

Implementation start date: 01/07/2010

[Disability Services NMDS 2011-12](#)

[Community Services \(retired\)](#), Superseded 13/03/2013

Implementation start date: 01/07/2011

[Early Childhood Education and Care: Unit Record Level NMDS 2011](#)

[Early Childhood](#), Superseded 09/03/2012

Implementation start date: 01/07/2011

DSS specific information: Should be reported for the child only, i.e. information not required for teachers.

[Early Childhood Education and Care: Unit Record Level NMDS 2011](#)

[Early Childhood](#), Superseded 09/03/2012

Implementation start date: 01/07/2011

DSS specific information: Should be reported for the child only, i.e. information not required for teachers.

[Early Childhood Education and Care: Unit Record Level NMDS 2012](#)

[Early Childhood](#), Superseded 08/04/2013

Implementation start date: 01/07/2012

DSS specific information: Should be reported for the child only, i.e. information not required for teachers.

[Early Childhood Education and Care: Unit Record Level NMDS 2013](#)

[Early Childhood](#), Superseded 28/05/2014

Implementation start date: 01/07/2013

DSS specific information: Should be reported for the child only, i.e. information not required for teachers.

[Early Childhood Education and Care: Unit Record Level NMDS 2014](#)

[Early Childhood](#), Superseded 01/06/2015

Implementation start date: 01/07/2014

DSS specific information: Should be reported for the child only.

[Early Childhood Education and Care: Unit Record Level NMDS 2015](#)

[Early Childhood](#), Superseded 24/07/2018

Implementation start date: 01/07/2015

DSS specific information:

Should be reported for the child only.

[Early Childhood Education and Care: Unit Record Level NMDS 2016](#)

[Early Childhood](#), Superseded 24/07/2018

Implementation start date: 01/07/2016
Implementation end date: 30/06/2017
DSS specific information:

Should be reported for the child only.

[Early Childhood Education and Care: Unit Record Level NMDS 2017](#)

[Early Childhood](#), Superseded 24/07/2018

Implementation start date: 01/07/2017
Implementation end date: 30/06/2018
DSS specific information:

Should be reported for the child only.

[Early Childhood Education and Care: Unit Record Level NMDS 2018](#)

[Early Childhood](#), Superseded 02/12/2020

Implementation start date: 01/07/2018
DSS specific information:

Should be reported for the child only.

[Early Childhood Education and Care: Unit Record Level NMDS 2019](#)

[Early Childhood](#), Superseded 02/12/2020

Implementation start date: 01/07/2019
DSS specific information:

Should be reported for the child only.

[Early Childhood Education and Care: Unit Record Level NMDS 2020](#)

[Early Childhood](#), Standard 02/12/2020

Implementation start date: 01/07/2020
DSS specific information:

Should be reported for the child only.

[Early Childhood Education and Care: Unit Record Level NMDS 2021](#)

[Early Childhood](#), Qualified 25/10/2021

Implementation start date: 01/07/2021
DSS specific information:

Should be reported for the child only.

[Juvenile Justice Client file cluster](#)

[Community Services \(retired\)](#), Standard 14/09/2009

Implementation start date: 24/09/2009

[Juvenile Justice NMDS 2007](#)

[Community Services \(retired\)](#), Superseded 19/05/2010

Implementation start date: 01/07/2005

[Public Housing and State Owned and Managed Indigenous housing \(PH & SOMIH\) DSS 2018-](#)

[Housing assistance](#), Standard 10/05/2019

Implementation start date: 01/07/2018

[SAAP Client Collection National Minimum Data Set](#)

[Community Services \(retired\)](#), Retired 01/07/2011

DSS specific information:

This data element should be collected for the client and for each accompanying child.

[Safety in care \(SC\) file cluster](#)

[Children and Families](#), Standard 03/11/2021

DSS specific information:

'Letters of name' is collected as one item in cell number 2 in the Safety in care file of the CP National minimum data set (NMDS).

The 2nd, 3rd and 5th letters of the client's family name are combined with the 2nd and 3rd letters of the client's given name to obtain the 5 digit letters of the client's name.

For children who were unborn at the time of the notification and who were subsequently born by 31 August, letters of name should reflect the name given to the child following birth.

[Safety in care \(SC\) file cluster](#)

[Children and Families](#), Superseded 03/11/2021

DSS specific information:

'Letters of name' is collected as one item in cell number 2 in the Safety in care file of the CP National minimum data set (NMDS).

The 2nd, 3rd and 5th letters of the client's family name are combined with the 2nd and 3rd letters of the client's given name to obtain the 5 digit letters of the client's name.

For children who were unborn at the time of the notification and who were subsequently born by 31 August, letters of name should reflect the name given to the child following birth.

[Statistical linkage key 581 cluster](#)

[Community Services \(retired\)](#), Standard 21/05/2010

[Disability](#), Standard 07/10/2014

[Early Childhood](#), Standard 21/05/2010

[Health!](#), Superseded 25/01/2018

[Homelessness](#), Superseded 10/08/2018

[Housing assistance](#), Standard 23/08/2010

[Statistical linkage key 581 cluster](#)

[Health!](#), Superseded 17/12/2021

[Homelessness](#), Standard 10/08/2018

Implementation start date: 01/07/2018

[Statistical linkage key 581 cluster](#)

[Health!](#), Standard 17/12/2021

Implementation start date: 01/07/2018

[Youth Justice Client file cluster](#)

[Youth Justice](#), Superseded 27/03/2023

DSS specific information:

'Letters of name' is collected as one item in cell number 2 and is a specific combination of the 2nd, 3rd and 5th letters of the person's family name and the 2nd and 3rd letters of the person's given name.