

# Child protection and support services (CPSS) - out-of-home care NMDS (July 2007)

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# Child protection and support services (CPSS) - out-of-home care NMDS (July 2007)

## Identifying and definitional attributes

<b>Metadata item type:</b>	Data Set Specification
<b>METEOR identifier:</b>	355779
<b>Registration status:</b>	<a href="#">Community Services (retired)</a> , Superseded 01/05/2008
<b>DSS type:</b>	National Minimum Data Set (NMDS)
<b>Scope:</b>	<p>The Child Protection and Support Services National Minimum Data Set (CPSS NMDS) is designed to capture information on all children and young people involved in the child protection systems throughout Australia.</p> <p>There are three collections within the CPSS NMDS, all of which are unit record data. The first is the child protection specific data, which includes contacts, notifications, substantiations and services provided. The second is data on children who are on care and protection orders. The third is data on children in out-of-home care.</p> <p>Out-of-home care data collection</p> <p>All children or young people who were in out-of-home care at 1 July of the collection year should be included. The child's history in out-of-home care should be included, provided that there is a break of no more than 2 months between placements. All children who were placed in out-of-home care during the collection period should also be included.</p> <p>An episode is the period of time that a child is in an out-of-home care placement organised by the child protection authority (or their delegate) and/or where the child is being case managed by the authority, and the placement was made for child protection reasons. The child may or may not be on an order.</p> <p>The concept of an episode or placement is crucial to the collection of information about children in out-of-home care. It provides information about the flows into and out of out-of-home care, and it also provides for the calculation of length of time a child spends in out-of-home care. It is also essential to determine the number of different placements and carers that a child has throughout their time spent in out-of-home care.</p>

## Collection and usage attributes

<b>Statistical unit:</b>	Unit record data.
<b>Guide for use:</b>	<p>In this collection, only placements where the State makes a financial payment are counted. This includes placements with relatives other than parents, foster care, other home-based care, residential care and independent living. It does not include placements made in disability services, psychiatric services, juvenile justice facilities, SAAP services or overnight child care services.</p> <p>It includes all children in both legal and voluntary placements, i.e. children who are on a legal order and children who are not on a legal order.</p> <p>An episode/placement is always defined by an entry date and an exit date. Each placement the child has is counted. This includes when a child moves from one type of care to another e.g. foster care to residential care, and within types of care e.g. from one relative to another relative.</p>

## Source and reference attributes

<b>Submitting organisation:</b>	National Child Protection and Support Services (NCPASS) data group
<b>Steward:</b>	<a href="#">National Community Services Information Management Group (NCSIMG)</a>

**Origin:** Child protection and support services out-of-home care data dictionary. AIHW Version 1.0 Oct 2005.

**Reference documents:** Child Protection and Support Services National Minimum Data Set Data Collection manual. AIHW Sept 2005.

## Relational attributes

**Related metadata references:** Has been superseded by [Child protection and support services \(CPSS\) - out-of-home care NMDS pilot \(2008\)](#)  
[Community Services \(retired\)](#), Retired 06/02/2012

## Metadata items in this Data Set Specification

Seq No.	Metadata item	Obligation	Max occurs
-	<a href="#">Child protection and support services (CPSS) case worker cluster</a>	Mandatory	99
-	<a href="#">Client—caseworker allocation date, DDMMYYYY</a>	Mandatory	99
	<b><i>DSS specific information:</i></b>		
	In the Child Protection NMDS, this data item is applicable only for children on guardianship/custody orders where the jurisdiction is in the place of a parent (in loco parentis). If a child is on another type of order, this item should be left blank.		
	In this NMDS, this item refers to a primary allocated caseworker only. A primary allocated caseworker is defined as the person who has principle responsibility for recommending what decisions are made by the child protection service and has regular face-to-face contact with the child/family. There can only be one primary allocated caseworker at any point in time.		
	Each time a child is assigned a new primary caseworker, the date this takes effect should be recorded. If the child's caseworker changes from A to B then back to A and the length of time that A is the allocated caseworker is less than 6 weeks, then this does not count as a new caseworker and should not be recorded.		
-	<a href="#">Person—person identifier, (child protection and support services) NX[X(13)]</a>	Mandatory	99
	<b><i>DSS specific information:</i></b>		
	This identifier is used to identifier clients across all CPSS data files. This identifier maybe implemented more than once within each of the three CPSS data collections to uniquely identify the client as well as case workers.		
	Each caseworker is to be assigned a unique ID by the Community Services department that will be retained by the caseworker and will remain unique to the caseworker through time. Within each state and territory, each caseworker should be identified by a code using consistent format. The identifier should be assigned by the state or territory community services department when the caseworker is first employed in this role. The caseworker should retain the same unique identifier across time.		
-	<a href="#">Child protection and support services (CPSS) client cluster</a>	Mandatory	1
-	<a href="#">Date—estimate indicator, code N</a>	Mandatory	1

Seq No.	Metadata item	Obligation	Max occurs
-	<a href="#">Person—activity and participation life area, code (ICF 2001) AN[NNN]</a>	Optional	9
	<b>Conditional obligation:</b>		
	Identification of an activity and participation life area is not required if the child does not have an identified need for assistance.		
	<b>DSS specific information:</b>		
	In the Child Protection NMDS, this data element refers to the need for assistance as a result of an underlying long-term health condition or disability. Need for assistance is determined when a child's needs are greater than fully functioning children of the same age.		
-	<a href="#">Person—date of birth, DDMMYYYY</a>	Mandatory	1
-	<a href="#">Person—disability group, code N</a>	Mandatory	1
-	<a href="#">Person—Indigenous status, code N</a>	Mandatory	1
-	<a href="#">Person—letters of family name, text XXX</a>	Mandatory	1
-	<a href="#">Person—letters of given name, text XX</a>	Mandatory	1
-	<a href="#">Person—main language other than English spoken at home, code (ASCL 2005) NN{NN}</a>	Mandatory	1
-	<a href="#">Person—need for assistance with activities in a life area, code N</a>	Optional	9
	<b>DSS specific information:</b>		
	In the Child Protection NMDS, this data element refers to the need for assistance as a result of an underlying long-term health condition or disability. Need for assistance is determined when a child's needs are greater than fully functioning children of the same age.		
	If the child has a need for assistance then an activity and participation life area will be required.		
-	<a href="#">Person—person identifier, (child protection and support services) NX[X(13)]</a>	Mandatory	1
	<b>DSS specific information:</b>		
	This identifier is used to identify clients across all CPSS data files.		
	The unique client identifier should be assigned by the state or territory community services department when the child first comes in contact with the department. The child should retain the same unique identifier across time. This data element should be recorded for each child for each contact, care and protection order and out-of-home care episode.		
-	<a href="#">Person—sex, code N</a>	Mandatory	1
-	<a href="#">Child protection and support services (CPSS) sibling cluster</a>	Conditional	99
-	<a href="#">Person—date of birth, DDMMYYYY</a>	Optional	99
	<b>DSS specific information:</b>		
	Date of birth may be implemented more than once within each of the three CPSS data collections and collected for the client as well as siblings.		

Seq No.	Metadata item	Obligation	Max occurs
-	<p><a href="#">Person—person identifier. (child protection and support services) NX[X(13)]</a></p> <p><b>DSS specific information:</b></p> <p>This identifier is used to identify clients across all CPSS data files. This identifier may be implemented more than once within each of the three CPSS data collections to uniquely identify the client as well as siblings.</p> <p>Any sibling of the child subject to the contact should be identified. This code should be used in conjunction with 'Unique client identification number' to ensure consistency of identification numbers.</p>	Optional	99
-	<p><a href="#">Person—sex, code N</a></p> <p><b>DSS specific information:</b></p> <p>Sex of a person may be implemented more than once within each of the three CPSS data collections and collected for the client as well as siblings.</p>	Optional	99
-	<p><a href="#">Client—case plan review date, DDMMYYYY</a></p> <p><b>DSS specific information:</b></p> <p>This data item is applicable only for children who have been on guardianship/custody orders for more than 12 months where the jurisdiction is in loco parentis. If a child is on another type of order or on a guardianship/custody order for less than 12 months, this item should be left blank.</p> <p>If a child has more than one review during the financial year, the date should be that of the first review during that year.</p> <p>If the date is unknown, the date 01011900 should be provided.</p>	Mandatory	1
-	<p><a href="#">Client—initial case plan date, DDMMYYYY</a></p> <p><b>DSS specific information:</b></p> <p>This data item is applicable only for children on guardianship/custody orders where the jurisdiction is in loco parentis. If a child is on another type of order, this item should be left blank.</p> <p>A case plan is a written plan of action to be taken to provide the care and support required to ensure the safety and wellbeing of the child or young person. The plan will generally include: allocation of parental responsibility; living arrangements; contact between the child or young person with his/her parents; and types of services to be provided.</p> <p>This item is applicable only to children who were admitted to a guardianship/custody order during the year. The date should be recorded when the case plan has been developed and signed by the relevant senior officer.</p> <p>This item should be completed each time a child is placed on a guardianship/custody order.</p> <p>If the date is unknown, the date 01011900 should be provided.</p>	Mandatory	1

Seq No.	Metadata item	Obligation	Max occurs
-	<p data-bbox="231 156 1173 190"><a href="#">Person (address)—Australian postcode, code (Postcode datafile) {NNNN}</a></p> <p data-bbox="263 224 542 257"><b>Conditional obligation:</b></p> <p data-bbox="263 280 1173 347">In the Child Protection NMDS, this data element is collected a minimum of three times:</p> <ul data-bbox="295 369 1173 616" style="list-style-type: none"> <li>• the postcode where the child was living at the time of the notification;</li> <li>• the numeric descriptor for a postal delivery area aligned with locality, suburb or place and defined by Australia Post for the residential address of the child immediately prior to entering out-of-home care for the first time; and</li> <li>• the numeric descriptor for a postal delivery area, aligned with locality, suburb or place and defined by Australia Post for the specific address of the out-of-home care placement.</li> </ul>	Mandatory	1
-	<p data-bbox="231 660 1173 694"><a href="#">Person (address)—suburb/town/locality name, text A[A(49)]</a></p> <p data-bbox="263 728 574 761"><b>DSS specific information:</b></p> <p data-bbox="263 784 1173 851">In the Child Protection NMDS, this data element is collected a minimum of three times:</p> <ul data-bbox="295 873 1173 1086" style="list-style-type: none"> <li>• the suburb/town/locality name where the child was living at the time of the notification;</li> <li>• the full name of the general locality containing the specific residential address of the child immediately prior to their entry into their first ever out-of-home care placement; and</li> <li>• the full name of the general locality containing the specific address of the out-of-home care placement.</li> </ul>	Mandatory	2
-	<p data-bbox="231 1131 1173 1164"><a href="#">Person—Indigenous status, code N</a></p> <p data-bbox="263 1198 574 1232"><b>DSS specific information:</b></p> <p data-bbox="263 1254 1173 1321">In the Out-of-home care NMDS, this metadata item refers to the indigenous status of the child and the carer.</p>	Mandatory	1

Seq No.	Metadata item	Obligation	Max occurs
-	<p data-bbox="231 156 1173 190"><a href="#">Person—person identifier, (child protection and support services) NX[X(13)]</a></p> <p data-bbox="263 224 566 257"><b><i>DSS specific information:</i></b></p> <p data-bbox="263 280 1173 347">This data element is implemented three times in the Out-of-home care NMDS. It is collected for the following three items:</p> <ul data-bbox="295 369 1173 638" style="list-style-type: none"> <li>• a code that uniquely identifies a client within a state or territory’s child protection system (unique client identification number);</li> <li>• the unique identification number of a child who is the sibling of (or who has a significant attachment with) the subject child and who was living in the same home as the child. This includes biological, adopted, foster, step or half-brother or sisters (client sibling/significant other identification number); and</li> <li>• a code that uniquely identifies a caseworker within a state or territory’s child protection system (unique caseworker identification number).</li> </ul> <p data-bbox="263 660 1173 817">The unique client identifier should be assigned by the state or territory community services department when the child first comes in contact with the department. The child should retain the same unique identifier across time. This data element should be recorded for each child for each contact, care and protection order and out-of-home care episode.</p> <p data-bbox="263 840 1173 929">Any sibling of the child subject to the contact should be identified. This code should be used in conjunction with ‘Unique client identification number’ to ensure consistency of identification numbers.</p> <p data-bbox="263 952 1173 1176">Each caseworker is to be assigned a unique ID by the community services department that will be retained by the caseworker and will remain unique to the caseworker through time. Within each state and territory, each caseworker should be identified by a code using consistent format. The identifier should be assigned by the state or territory community services department when the caseworker is first employed in this role. The caseworker should retain the same unique identifier across time.</p>	Mandatory	99
-	<a href="#">Person—place of residence, out-of-home care placement code N[N]</a>	Mandatory	1
-	<a href="#">Service episode—care and protection order status, out-of-home care code N</a>	Mandatory	1

Seq No.	Metadata item	Obligation	Max occurs
-	<a href="#">Service episode—episode end date, DDMMYYYY</a>	Conditional	1
	<b>DSS specific information:</b>		
	An end date is recorded for each separate out-of-home care episode of the client.		
	An end date is recorded when:		
	<ul style="list-style-type: none"> <li>the child is moved from one placement to another placement; it is part of the case plan for the child to formally leave the out-of-home care system; or</li> <li>the child is no longer a client of the community services department. This includes clients who turn 18 years and children who are no longer in need of care.</li> </ul>		
	An unapproved break greater than 7 days (such as the child absconds) is counted as an exit.		
	The date is recorded when it is part of an agreed case plan for the child to no longer reside in the placement.		
	Where the child has absconded and does not return to the placement, the date is where the department deems that the placement has ceased.		
	If the child does not exit this placement during the year, a data of 11111111 is used to indicate this.		
	If the date is unknown, the date 01011900 is provided.		
	This metadata item is used to determine the length of time in out-of-home care and the number of different carers.		
-	<a href="#">Service episode—episode start date, DDMMYYYY</a>	Mandatory	1
	<b>DSS specific information:</b>		
	This date is to be entered each time a child starts a placement. This may be the child's first placement or a change of placement.		
	This metadata item is used to determine the length of time in specific out-of-home placements, out-of-home care as a whole and also the number of different carers a child has.		
	Entered care is defined as when a child physically moves into a placement and this is supported by the child protection service. Alternatively, if the child is already living in the place of residence, it is when the child protection authority deems it to be an out-of-home care placement.		
	If the date is unknown, the date 01011900 should be provided.		
-	<a href="#">Service episode—financial payment indicator, out-of-home placement code N</a>	Mandatory	1
-	<a href="#">Service episode—juvenile justice/adult correctional order indicator, code N</a>	Mandatory	1
	<b>DSS specific information:</b>		
	In the Child Protection NMDS, this data item is recorded at the time of commencing the placement.		
-	<a href="#">Service episode—legal order indicator, out-of-home care, code N</a>	Mandatory	1
-	<a href="#">Service episode—placement type, out-of-home care code N</a>	Mandatory	1
-	<a href="#">Service episode—service cessation reason, out-of-home care placement code N[N]</a>	Mandatory	2
-	<a href="#">Service provider organisation—organisation identifier (out-of-home care), NX[X(13)]</a>	Mandatory	1



