

Mental health non-government organisation establishments NBEDS 2015-

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Mental health non-government organisation establishments NBEDS 2015-

Identifying and definitional attributes

Metadata item type:	Data Set Specification
METEOR identifier:	494729
Registration status:	HealthI , Standard 13/11/2014
DSS type:	Data Set Specification (DSS)
Scope:	<p>The scope of the Mental health non-government organisation establishments National Best Endeavours Data Set (MH NGOE NBEDS) is mental health-related non-government organisations which provide one or more of the service types included in the service taxonomy:</p> <ul style="list-style-type: none">• Counselling—face-to-face• Counselling, support, information and referral—telephone• Counselling, support, information and referral—online• Self-help—online• Group support activities• Mutual support and self-help• Staffed residential services• Personalised support—linked to housing• Personalised support—other• Family and carer support• Individual advocacy• Care coordination• Service integration infrastructure• Education, employment and training• Sector development and representation• Mental health promotion• Mental illness prevention

Mental health non-government organisations are private organisations (both not-for-profit and for-profit) that receive Australian and/or state or territory government funding specifically for the provision of services where the principal intent is targeted at improving mental health and well-being and delivered to people affected by mental illness, their families and carers, or the broader community.

These services focus on providing well-being, support and assistance to people who live with a mental illness rather than the assessment, diagnostic and treatment tasks undertaken by clinically focused services.

Collection and usage attributes

Statistical unit:	Non-government organisations involved in the provision of mental health care services.
Collection methods:	<i>National reporting arrangements</i> Data are provided to the Australian Institute of Health and Welfare for national collation, on an annual basis, by government authorities providing funding to non-government organisations specifically for the provision of services where the principal intent is targeted at improving mental health and well-being and delivered to people affected by mental illness, their families and carers, or the broader community.
	<i>Periods for which data are collected and nationally collated</i> Financial years ending 30 June each year.
Implementation start date:	01/07/2015

Comments: *Glossary items*

Glossary terms that are relevant to this data set, other than those listed in the Scope section above as part of the mental health non-government organisation establishments service type taxonomy, are included here.

[Consumer-managed organisation](#)

[Event](#)

[Family](#)

[Outcome measurement tool](#)

[Online chat session](#)

[Overhead staff](#)

[Peer worker](#)

[Resident](#)

[Volunteer](#)

[Website visit](#)

Source and reference attributes

Submitting organisation: Australian Institute of Health and Welfare

Relational attributes

Metadata items in this Data Set Specification

Seq No.	Metadata item	Obligation	Max occurs
1	Mental health organisation details cluster	Mandatory	1
1	Service provider organisation—source of funding, government authority mental health identifier code NNN	Mandatory	1
2	Entity—Australian business number (ABN), identifier N(11)	Mandatory	1
3	Organisation—organisation name, text X[X(199)]	Mandatory	1
4	Address—statistical area, level 2 (SA2) code (ASGS 2016) N(9)	Mandatory	1

DSS specific information:

The SA2 code reported in the Mental health organisation details cluster should represent the primary address for the organisation.

5	Service provider organisation—quality accreditation/certification standard type, mental health code N	Mandatory	4
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DSS specific information:

To be used in conjunction with the data element [Service provider organisation—quality accreditation/certification standard indicator, code N](#). Responses against all quality accreditation/certification standards (4 options) are expected.

Seq No.	Metadata item	Obligation	Max occurs
6	Service provider organisation—quality accreditation/certification standard indicator, code N	Mandatory	4
	DSS specific information:		
	Report the status code as at 30 June. To be used in conjunction with Service provider organisation—quality accreditation/certification standard type, mental health code N . Responses against all quality accreditation/certification standards (4 options) are expected.		
7	Service provider organisation—not-for-profit indicator, yes/no code N	Mandatory	1
8	Service provider organisation—consumer-managed organisation indicator, yes/no code N	Mandatory	1
9	Service provider organisation—full-time equivalent paid overhead staff, average NNNN.NN	Mandatory	1
2	Counselling—face-to-face mental health service type cluster	Conditional	1
	Conditional obligation:		
	Data are only to be reported for this data element cluster if the reporting organisation provides Counselling—face-to-face services.		
1	Service provider organisation—source of funding, government authority mental health identifier code NNN	Mandatory	1
2	Entity—Australian business number (ABN), identifier N(11)	Mandatory	1
3	Service provider organisation—program name, text X[X(99)]	Mandatory	1
4	Service provider organisation—number of clients, total N[NNNNN]	Mandatory	1
5	Service provider organisation—unique client count accuracy descriptor, code N	Mandatory	1
	DSS specific information:		
	Code 8, 'Unknown count type', is not permitted for this collection.		
6	Service provider organisation—amount of individual assistance provided, total number N[NNNNNN]	Mandatory	1
7	Service provider organisation—amount of group assistance provided, total number N[NNNNN]	Mandatory	1
8	Service provider organisation—amount of individual assistance provided, total hours N[NNNNNN]	Mandatory	1
9	Service provider organisation—amount of group assistance provided, total hours N[NNNNN]	Mandatory	1
10	Service provider organisation—mental health funding provided to non-government organisations from government authorities, total Australian currency N[N(8)]	Mandatory	1

Seq No.	Metadata item	Obligation	Max occurs
11	<p>Service provider organisation—full-time equivalent staff (paid), total N[NNN{,N}]</p> <p>DSS specific information:</p> <p>This data element should be calculated on an annual basis.</p> <p>The intention of this data element is to separately identify those staff employed in roles related directly to the delivery of Counselling—face-to-face services.</p> <p>FTE should be apportioned to the relevant funding stream.</p> <p>Exclusions:</p> <ul style="list-style-type: none"> • Staff employed in roles only administratively and managerially related to the delivery of client services (reported in Full-time equivalent paid overhead staff (average)). • Volunteers/unpaid staff (reported in Hours worked—volunteer/unpaid staff). <p>Inclusions:</p> <ul style="list-style-type: none"> • Peer workers (also reported in Full-time equivalent paid peer workers (average)). 	Mandatory	1
12	<p>Service provider organisation—hours worked by volunteer/unpaid staff, total N[NNNNNN]</p> <p>DSS specific information:</p> <p>The intention of this data element is to separately identify those staff employed in unpaid roles related directly to the delivery of Counselling—face-to-face services.</p> <p>Hours worked during the reporting period should be apportioned to the relevant funding stream.</p>	Mandatory	1
13	<p>Service provider organisation—full-time equivalent staff paid peer workers, average NNNN.NN</p> <p>DSS specific information:</p> <p>This data element should be calculated on an annual basis.</p> <p>The intention of this data element is to separately identify peer workers employed in roles related directly to the delivery of Counselling—face-to-face services.</p> <p>FTE should be apportioned to the relevant funding stream.</p>	Mandatory	1
14	<p>Service provider organisation—outcome measurement tool indicator, yes/no/not applicable code N</p>	Mandatory	1
15	<p>Address—statistical area, level 2 (SA2) code (ASGS 2016) N(9)</p> <p>DSS specific information:</p> <p>Multiple SA2 codes are available to enable the recording of more than one geographical site of operation of the mental health service type.</p>	Mandatory	50

Seq No.	Metadata item	Obligation	Max occurs
3	Counselling, support, information and referral—telephone mental health service type cluster	Conditional	1

Conditional obligation:

Data are only to be reported for this data element cluster if the reporting organisation provides [Counselling, support, information and referral—telephone](#) services.

1	Service provider organisation—source of funding, government authority mental health identifier code NNN	Mandatory	1
2	Entity—Australian business number (ABN), identifier N(11)	Mandatory	1
3	Service provider organisation—program name, text X[X(99)]	Mandatory	1
4	Service provider organisation—number of clients, total N[NNNNN]	Mandatory	1
5	Service provider organisation—unique client count accuracy descriptor, code N	Mandatory	1

DSS specific information:

Code 8, 'Unknown count type', is not permitted for this collection.

6	Service provider organisation—number of service provision telephone calls, total N[NNNNN]	Mandatory	1
7	Service provider organisation—mental health funding provided to non-government organisations from government authorities, total Australian currency N[N(8)]	Mandatory	1
8	Service provider organisation—full-time equivalent staff (paid), total N[NNN{N}]	Mandatory	1

DSS specific information:

This data element should be calculated on an annual basis.

The intention of this data element is to separately identify those staff employed in roles related directly to the delivery of [Counselling, support, information and referral—telephone](#) services.

FTE should be apportioned to the relevant funding stream.

Exclusions:

- Staff employed in roles only administratively and managerially related to the delivery of client services (reported in [Full-time equivalent paid overhead staff \(average\)](#)).
- **Volunteers**/unpaid staff (reported in [Hours worked—volunteer/unpaid staff](#)).

Inclusions:

- **Peer workers** (also reported in [Full-time equivalent paid peer workers \(average\)](#)).

Seq No.	Metadata item	Obligation	Max occurs
9	<p>Service provider organisation—hours worked by volunteer/unpaid staff, total N[NNNNNN]</p> <p>DSS specific information:</p> <p>The intention of this data element is to separately identify those staff employed in unpaid roles related directly to the delivery of Counselling, support, information and referral—telephone services.</p> <p>Hours worked during the reporting period should be apportioned to the relevant funding stream.</p>	Mandatory	1
10	<p>Service provider organisation—full-time equivalent staff paid peer workers, average NNNN.NN</p> <p>DSS specific information:</p> <p>This data element should be calculated on an annual basis.</p> <p>The intention of this data element is to separately identify peer workers employed in roles related directly to the delivery of Counselling, support, information and referral—telephone services.</p> <p>FTE should be apportioned to the relevant funding stream.</p>	Mandatory	1
4	<p>Counselling, support, information and referral—online mental health service type cluster</p> <p>Conditional obligation:</p> <p>Data are only to be reported for this data element cluster if the reporting organisation provides Counselling, support, information and referral—online services.</p>	Conditional	1
1	Service provider organisation—source of funding, government authority mental health identifier code NNN	Mandatory	1
2	Entity—Australian business number (ABN), identifier N(11)	Mandatory	1
3	Service provider organisation—program name, text X[X(99)]	Mandatory	1
4	Service provider organisation—number of visits to a website, total N[NNNNN]	Mandatory	1
5	Service provider organisation—number of online chat sessions conducted with clients, total N[NNNN]	Mandatory	1
6	Service provider organisation—mental health funding provided to non-government organisations from government authorities, total Australian currency N[N(8)]	Mandatory	1

Seq No.	Metadata item	Obligation	Max occurs
7	<p>Service provider organisation—full-time equivalent staff (paid), total N[NNN{,N}]</p> <p><i>DSS specific information:</i></p> <p>This data element should be calculated on an annual basis.</p> <p>The intention of this data element is to separately identify those staff employed in roles related directly to the delivery of Counselling, support, information and referral—online services.</p> <p>FTE should be apportioned to the relevant funding stream.</p> <p><i>Exclusions:</i></p> <ul style="list-style-type: none"> • Staff employed in roles only administratively and managerially related to the delivery of client services (reported in Full-time equivalent paid overhead staff (average)). • Volunteers/unpaid staff (reported in Hours worked—volunteer/unpaid staff). <p><i>Inclusions:</i></p> <ul style="list-style-type: none"> • Peer workers (also reported in Full-time equivalent paid peer workers (average)). 	Mandatory	1
8	<p>Service provider organisation—hours worked by volunteer/unpaid staff, total N[NNNNNN]</p> <p><i>DSS specific information:</i></p> <p>The intention of this data element is to separately identify those staff employed in unpaid roles related directly to the delivery of Counselling, support, information and referral—online services.</p> <p>Hours worked during the reporting period should be apportioned to the relevant funding stream.</p>	Mandatory	1
9	<p>Service provider organisation—full-time equivalent staff paid peer workers, average NNNN.NN</p> <p><i>DSS specific information:</i></p> <p>This data element should be calculated on an annual basis.</p> <p>The intention of this data element is to separately identify peer workers employed in roles related directly to the delivery of Counselling, support, information and referral—online services.</p> <p>FTE should be apportioned to the relevant funding stream.</p>	Mandatory	1
5	<p>Self-help—online mental health service type cluster</p> <p><i>Conditional obligation:</i></p> <p>Data are only to be reported for this data element cluster if the reporting organisation provides Self-help—online services.</p>	Conditional	1
1	Service provider organisation—source of funding, government authority mental health identifier code NNN	Mandatory	1
2	Entity—Australian business number (ABN), identifier N(11)	Mandatory	1
3	Service provider organisation—program name, text X[X(99)]	Mandatory	1

Seq No.	Metadata item	Obligation	Max occurs
4	Service provider organisation—number of registered users, total N[NNNNNN] DSS specific information: The number of registered users should be recorded as at 30 June.	Mandatory	1
5	Service provider organisation—mental health funding provided to non-government organisations from government authorities, total Australian currency N[N(8)]	Mandatory	1
6	Service provider organisation—full-time equivalent staff (paid), total N[NNN{N}] DSS specific information: This data element should be calculated on an annual basis. The intention of this data element is to separately identify those staff employed in roles related directly to the delivery of Self-help—online services. FTE should be apportioned to the relevant funding stream. Exclusions: <ul style="list-style-type: none"> Staff employed in roles only administratively and managerially related to the delivery of client services (reported in Full-time equivalent paid overhead staff (average)). Volunteers/unpaid staff. Inclusions: <ul style="list-style-type: none"> Peer workers (also reported in Full-time equivalent paid peer workers (average)). 	Mandatory	1
7	Service provider organisation—full-time equivalent staff paid peer workers, average NNNN.NN DSS specific information: This data element should be calculated on an annual basis. The intention of this data element is to separately identify peer workers employed in roles related directly to the delivery of Self-help—online services. FTE should be apportioned to the relevant funding stream.	Mandatory	1
6	Group support activities mental health service type cluster Conditional obligation: Data are only to be reported for this data element cluster if the reporting organisation provides Group support activities .	Conditional	1
1	Service provider organisation—source of funding, government authority mental health identifier code NNN	Mandatory	1
2	Entity—Australian business number (ABN), identifier N(11)	Mandatory	1
3	Service provider organisation—program name, text X[X(99)]	Mandatory	1
4	Service provider organisation—number of clients, total N[NNNNN]	Mandatory	1

Seq No.	Metadata item	Obligation	Max occurs
5	Service provider organisation—unique client count accuracy descriptor, code N DSS specific information: Code 8, 'Unknown count type', is not permitted for this collection.	Mandatory	1
6	Service provider organisation—number of attendances at events, total N[NNNN]	Mandatory	1
7	Service provider organisation—mental health funding provided to non-government organisations from government authorities, total Australian currency N[N(8)]	Mandatory	1
8	Service provider organisation—full-time equivalent staff (paid), total N[NNN{.N}] DSS specific information: This data element should be calculated on an annual basis. The intention of this data element is to separately identify those staff employed in roles related directly to the delivery of Group support activities . FTE should be apportioned to the relevant funding stream. Exclusions: <ul style="list-style-type: none"> • Staff employed in roles only administratively and managerially related to the delivery of client services (reported in Full-time equivalent paid overhead staff (average)). • Volunteers/unpaid staff (reported in Hours worked—volunteer/unpaid staff). Inclusions: <ul style="list-style-type: none"> • Peer workers (also reported in Full-time equivalent paid peer workers (average)). 	Mandatory	1
9	Service provider organisation—hours worked by volunteer/unpaid staff, total N[NNNNNN] DSS specific information: The intention of this data element is to separately identify those staff employed in unpaid roles related directly to the delivery of Group support activities . Hours worked during the reporting period should be apportioned to the relevant funding stream.	Mandatory	1
10	Service provider organisation—full-time equivalent staff paid peer workers, average NNNN.NN DSS specific information: This data element should be calculated on an annual basis. The intention of this data element is to separately identify peer workers employed in roles related directly to the delivery of Group support activities . FTE should be apportioned to the relevant funding stream.	Mandatory	1

Seq No.	Metadata item	Obligation	Max occurs
11	Address—statistical area, level 2 (SA2) code (ASGS 2016) N(9) <i>DSS specific information:</i> Multiple SA2 codes are available to enable the recording of more than one geographical site of operation of the mental health service type.	Mandatory	60
7	Mutual support and self-help mental health service type cluster <i>Conditional obligation:</i> Data are only to be reported for this data element cluster if the reporting organisation provides Mutual support and self-help services.	Conditional	1
1	Service provider organisation—source of funding, government authority mental health identifier code NNN	Mandatory	1
2	Entity—Australian business number (ABN), identifier N(11)	Mandatory	1
3	Service provider organisation—program name, text X[X(99)]	Mandatory	1
4	Service provider organisation—number of clients, total N[NNNNN]	Mandatory	1
5	Service provider organisation—unique client count accuracy descriptor, code N <i>DSS specific information:</i> Code 8, 'Unknown count type', is not permitted for this collection.	Mandatory	1
6	Service provider organisation—number of service provision telephone calls, total N[NNNNN]	Mandatory	1
7	Service provider organisation—number of attendances at events, total N[NNNN]	Mandatory	1
8	Service provider organisation—mental health funding provided to non-government organisations from government authorities, total Australian currency N[N(8)]	Mandatory	1
9	Service provider organisation—full-time equivalent staff (paid), total N[NNN{.N}] <i>DSS specific information:</i> This data element should be calculated on an annual basis. The intention of this data element is to separately identify those staff employed in roles related directly to the delivery of Mutual support and self-help services. FTE should be apportioned to the relevant funding stream. <i>Exclusions:</i> <ul style="list-style-type: none"> Staff employed in roles only administratively and managerially related to the delivery of client services (reported in Full-time equivalent paid overhead staff (average)). Volunteers/unpaid staff (reported in Hours worked—volunteer/unpaid staff). <i>Inclusions:</i> <ul style="list-style-type: none"> Peer workers (also reported in Full-time equivalent staff paid peer workers (average)). 	Mandatory	1

Seq No.	Metadata item	Obligation	Max occurs
10	Service provider organisation—hours worked by volunteer/unpaid staff, total N[NNNNNN] DSS specific information: The intention of this data element is to separately identify those staff employed in unpaid roles related directly to the delivery of Mutual support and self-help services. Hours worked during the reporting period should be apportioned to the relevant funding stream.	Mandatory	1
11	Service provider organisation—full-time equivalent staff paid peer workers, average NNNN.NN DSS specific information: This data element should be calculated on an annual basis. The intention of this data element is to separately identify peer workers employed in roles related directly to the delivery of Mutual support and self-help services. FTE should be apportioned to the relevant funding stream.	Mandatory	1
8	Staffed residential services mental health service type cluster Conditional obligation: Data are only to be reported for this data element cluster if the reporting organisation provides Staffed residential services .	Conditional	1
1	Service provider organisation—source of funding, government authority mental health identifier code NNN	Mandatory	1
2	Entity—Australian business number (ABN), identifier N(11)	Mandatory	1
3	Service provider organisation—program name, text X[X(99)]	Mandatory	1
4	Service provider organisation—number of clients, total N[NNNNN]	Mandatory	1
5	Service provider organisation—unique client count accuracy descriptor, code N DSS specific information: Code 8, 'Unknown count type', is not permitted for this collection.	Mandatory	1
6	Episode of residential care—number of episodes of residential care, total NNNN	Mandatory	1
7	Establishment—accrued mental health care days, total N[N(7)]	Mandatory	1
8	Service provider organisation—mental health funding provided to non-government organisations from government authorities, total Australian currency N[N(8)]	Mandatory	1

Seq No.	Metadata item	Obligation	Max occurs
9	<p>Service provider organisation—full-time equivalent staff (paid), total N[NNN{.N}]</p> <p>DSS specific information:</p> <p>This data element should be calculated on an annual basis.</p> <p>The intention of this data element is to separately identify those staff employed in roles related directly to the delivery of Staffed residential services.</p> <p>FTE should be apportioned to the relevant funding stream.</p> <p>Exclusions:</p> <ul style="list-style-type: none"> • Staff employed in roles only administratively and managerially related to the delivery of client services (reported in Full-time equivalent paid overhead staff (average)). • Volunteers/unpaid staff (reported in Hours worked—volunteer/unpaid staff). <p>Inclusions:</p> <ul style="list-style-type: none"> • Peer workers (also reported in Full-time equivalent paid peer workers (average)). 	Mandatory	1
10	<p>Service provider organisation—hours worked by volunteer/unpaid staff, total N[NNNNNNN]</p> <p>DSS specific information:</p> <p>The intention of this data element is to separately identify those staff employed in unpaid roles related directly to the delivery of Staffed residential services.</p> <p>Hours worked during the reporting period should be apportioned to the relevant funding stream.</p>	Mandatory	1
11	<p>Service provider organisation—full-time equivalent staff paid peer workers, average NNNN.NN</p> <p>DSS specific information:</p> <p>This data element should be calculated on an annual basis.</p> <p>The intention of this data element is to separately identify peer workers employed in roles related directly to the delivery of Staffed residential services.</p> <p>FTE should be apportioned to the relevant funding stream.</p>	Mandatory	1
12	<p>Service provider organisation—outcome measurement tool indicator, yes/no/not applicable code N</p>	Mandatory	1
13	<p>Address—statistical area, level 2 (SA2) code (ASGS 2016) N(9)</p> <p>DSS specific information:</p> <p>Multiple SA2 codes are available to enable the recording of more than one geographical site of operation of the mental health service type.</p>	Mandatory	50

Seq No.	Metadata item	Obligation	Max occurs
9	Personalised support—linked to housing mental health service type cluster	Conditional	1
	Conditional obligation:		
	Data are only to be reported for this data element cluster if the reporting organisation provides Personalised support—linked to housing services.		
1	Service provider organisation—source of funding, government authority mental health identifier code NNN	Mandatory	1
2	Entity—Australian business number (ABN), identifier N(11)	Mandatory	1
3	Service provider organisation—program name, text X[X(99)]	Mandatory	1
4	Service provider organisation—number of clients, total N[NNNNN]	Mandatory	1
5	Service provider organisation—unique client count accuracy descriptor, code N	Mandatory	1
	DSS specific information:		
	Code 8, 'Unknown count type', is not permitted for this collection.		
6	Service provider organisation—number of service contacts, total N[NNNNN]	Mandatory	1
	DSS specific information:		
	A service contact must involve at least two persons, one of whom must be from a mental health-related non-government organisation .		
	Service contacts are not restricted to in person communication but can include telephone, video link or other forms of direct communication.		
	Service contacts can either be with a client, or with a third party such as a carer or family member, other professional or mental health worker or other service provider.		
	A service contact should be recorded for each client for whom the service is provided, regardless of the number of clients or third parties participating.		
	There may be multiple service contacts on any one day for a client, including contacts involving third parties. If multiple service providers deliver a service contact to the same client concurrently a single service contact should be recorded. If multiple service providers deliver a service contact to the same client sequentially, a service contact should be recorded for each service provider.		
	Services of an administrative nature are excluded. Examples include telephone contact to schedule an appointment; noting receipt of test results that require no further action; and noting a patient/client did not attend a planned service contact. These instances would not be regarded as service contacts.		
	In instances where documenting the client's service contact details is separated in time from the service provision, the documenting of the contact details is not counted as a separate service contact.		
	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 a service contact.		

Seq No.	Metadata item	Obligation	Max occurs
7	Service provider organisation—number of contact hours, total N[NNNNNN]	Mandatory	1
	<i>DSS specific information:</i>		
	<p>A service contact must involve at least two persons, one of whom must be from a mental health-related non-government organisation.</p>		
	<p>Service contacts are not restricted to in person communication but can include telephone, video link or other forms of direct communication.</p>		
	<p>Service contacts can either be with a client, or with a third party such as a carer or family member, other professional or mental health worker or other service provider.</p>		
	<p>A service contact should be recorded for each client for whom the service is provided, regardless of the number of clients or third parties participating.</p>		
	<p>There may be multiple service contacts on any one day for a client, including contacts involving third parties. If multiple service providers deliver a service contact to the same client concurrently a single service contact should be recorded. If multiple service providers deliver a service contact to the same client sequentially, a service contact should be recorded for each service provider.</p>		
	<p>Services of an administrative nature are excluded. Examples include telephone contact to schedule an appointment; noting receipt of test results that require no further action; and noting a patient/client did not attend a planned service contact. These instances would not be regarded as service contacts.</p>		
	<p>In instances where documenting the client's service contact details is separated in time from the service provision, the documenting of the contact details is not counted as a separate service contact.</p>		
	<p>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 a service contact.</p>		
8	Service provider organisation—mental health funding provided to non-government organisations from government authorities, total Australian currency N[N(8)]	Mandatory	1

Seq No.	Metadata item	Obligation	Max occurs
9	<p>Service provider organisation—full-time equivalent staff (paid), total N[NNN{,N}]</p> <p>DSS specific information:</p> <p>This data element should be calculated on an annual basis.</p> <p>The intention of this data element is to separately identify those staff employed in roles related directly to the delivery of Personalised support—linked to housing services.</p> <p>FTE should be apportioned to the relevant funding stream.</p> <p>Exclusions:</p> <ul style="list-style-type: none"> • Staff employed in roles only administratively and managerially related to the delivery of client services (reported in Full-time equivalent paid overhead staff (average)). • Volunteers/unpaid staff (reported in Hours worked—volunteer/unpaid staff). <p>Inclusions:</p> <ul style="list-style-type: none"> • Peer workers (also reported in Full-time equivalent paid peer workers (average)). 	Mandatory	1
10	<p>Service provider organisation—hours worked by volunteer/unpaid staff, total N[NNNNNN]</p> <p>DSS specific information:</p> <p>The intention of this data element is to separately identify those staff employed in unpaid roles related directly to the delivery of Personalised support—linked to housing services.</p> <p>Hours worked during the reporting period should be apportioned to the relevant funding stream.</p>	Mandatory	1
11	<p>Service provider organisation—full-time equivalent staff paid peer workers, average NNNN.NN</p> <p>DSS specific information:</p> <p>This data element should be calculated on an annual basis.</p> <p>The intention of this data element is to separately identify peer workers employed in roles related directly to the delivery of Personalised support—linked to housing services.</p> <p>FTE should be apportioned to the relevant funding stream.</p>	Mandatory	1
12	<p>Service provider organisation—outcome measurement tool indicator, yes/no/not applicable code N</p>	Mandatory	1

Seq No.	Metadata item	Obligation	Max occurs
13	Address—statistical area, level 2 (SA2) code (ASGS 2016) N(9)	Mandatory	50
	DSS specific information:		
	This refers to the geographical location of the service delivery outlet rather than where the service is provided.		
	Multiple SA2 codes are available to enable the recording of more than one geographical site of operation of the mental health service type. The location of each service delivery outlet should be reported.		
10	Personalised support—other mental health service type cluster	Conditional	1
	Conditional obligation:		
	Data are only to be reported for this data element cluster if the reporting organisation provides Personalised support—other services.		
1	Service provider organisation—source of funding, government authority mental health identifier code NNN	Mandatory	1
2	Entity—Australian business number (ABN), identifier N(11)	Mandatory	1
3	Service provider organisation—program name, text X[X(99)]	Mandatory	1
4	Service provider organisation—number of clients, total N[NNNNN]	Mandatory	1
5	Service provider organisation—unique client count accuracy descriptor, code N	Mandatory	1
	DSS specific information:		
	Code 8, 'Unknown count type', is not permitted for this collection.		

Seq No.	Metadata item	Obligation	Max occurs
6	<p data-bbox="271 156 1117 190">Service provider organisation—number of service contacts, total N[NNNNN]</p> <p data-bbox="303 224 622 257"><i>DSS specific information:</i></p> <p data-bbox="303 280 1117 347">A service contact must involve at least two persons, one of whom must be from a mental health-related non-government organisation.</p> <p data-bbox="303 369 1085 436">Service contacts are not restricted to in person communication but can include telephone, video link or other forms of direct communication.</p> <p data-bbox="303 459 1133 548">Service contacts can either be with a client, or with a third party such as a carer or family member, other professional or mental health worker or other service provider.</p> <p data-bbox="303 571 1149 638">A service contact should be recorded for each client for whom the service is provided, regardless of the number of clients or third parties participating.</p> <p data-bbox="303 660 1149 840">There may be multiple service contacts on any one day for a client, including contacts involving third parties. If multiple service providers deliver a service contact to the same client concurrently a single service contact should be recorded. If multiple service providers deliver a service contact to the same client sequentially, a service contact should be recorded for each service provider.</p> <p data-bbox="303 862 1149 1019">Services of an administrative nature are excluded. Examples include telephone contact to schedule an appointment; noting receipt of test results that require no further action; and noting a patient/client did not attend a planned service contact. These instances would not be regarded as service contacts.</p> <p data-bbox="303 1041 1149 1131">In instances where documenting the client’s service contact details is separated in time from the service provision, the documenting of the contact details is not counted as a separate service contact.</p> <p data-bbox="303 1153 1149 1247">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 a service contact.</p>	Mandatory	1

Seq No.	Metadata item	Obligation	Max occurs
7	<p data-bbox="277 159 1098 188">Service provider organisation—number of contact hours, total N[NNNNNN]</p> <p data-bbox="312 226 619 255"><i>DSS specific information:</i></p> <p data-bbox="312 282 1123 342">A service contact must involve at least two persons, one of whom must be from a mental health-related non-government organisation.</p> <p data-bbox="312 369 1091 430">Service contacts are not restricted to in person communication but can include telephone, video link or other forms of direct communication.</p> <p data-bbox="312 456 1139 544">Service contacts can either be with a client, or with a third party such as a carer or family member, other professional or mental health worker or other service provider.</p> <p data-bbox="312 571 1147 631">A service contact should be recorded for each client for whom the service is provided, regardless of the number of clients or third parties participating.</p> <p data-bbox="312 658 1150 835">There may be multiple service contacts on any one day for a client, including contacts involving third parties. If multiple service providers deliver a service contact to the same client concurrently a single service contact should be recorded. If multiple service providers deliver a service contact to the same client sequentially, a service contact should be recorded for each service provider.</p> <p data-bbox="312 862 1147 1012">Services of an administrative nature are excluded. Examples include telephone contact to schedule an appointment; noting receipt of test results that require no further action; and noting a patient/client did not attend a planned service contact. These instances would not be regarded as service contacts.</p> <p data-bbox="312 1039 1150 1126">In instances where documenting the client’s service contact details is separated in time from the service provision, the documenting of the contact details is not counted as a separate service contact.</p> <p data-bbox="312 1153 1150 1240">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 a service contact.</p>	Mandatory	1
8	<p data-bbox="277 1308 1158 1397">Service provider organisation—mental health funding provided to non-government organisations from government authorities, total Australian currency N[N(8)]</p>	Mandatory	1

Seq No.	Metadata item	Obligation	Max occurs
9	<p>Service provider organisation—full-time equivalent staff (paid), total N[NNN{,N}]</p> <p>DSS specific information:</p> <p>This data element should be calculated on an annual basis.</p> <p>The intention of this data element is to separately identify those staff employed in roles related directly to the delivery of Personalised support—other services.</p> <p>FTE should be apportioned to the relevant funding stream.</p> <p>Exclusions:</p> <ul style="list-style-type: none"> • Staff employed in roles only administratively and managerially related to the delivery of client services (reported in Full-time equivalent paid overhead staff (average)). • Volunteers/unpaid staff (reported in Hours worked—volunteer/unpaid staff). <p>Inclusions:</p> <ul style="list-style-type: none"> • Peer workers (also reported in Full-time equivalent paid peer workers (average)). 	Mandatory	1
10	<p>Service provider organisation—hours worked by volunteer/unpaid staff, total N[NNNNNNN]</p> <p>DSS specific information:</p> <p>The intention of this data element is to separately identify those staff employed in unpaid roles related directly to the delivery of Personalised support—other services.</p> <p>Hours worked during the reporting period should be apportioned to the relevant funding stream.</p>	Mandatory	1
11	<p>Service provider organisation—full-time equivalent staff paid peer workers, average NNNN.NN</p> <p>DSS specific information:</p> <p>This data element should be calculated on an annual basis.</p> <p>The intention of this data element is to separately identify peer workers employed in roles related directly to the delivery of Personalised support—other services.</p> <p>FTE should be apportioned to the relevant funding stream.</p>	Mandatory	1
12	<p>Service provider organisation—outcome measurement tool indicator, yes/no/not applicable code N</p>	Mandatory	1
13	<p>Address—statistical area, level 2 (SA2) code (ASGS 2016) N(9)</p> <p>DSS specific information:</p> <p>Multiple SA2 codes are available to enable the recording of more than one geographical site of operation of the mental health service type.</p>	Mandatory	50

Seq No.	Metadata item	Obligation	Max occurs
11	Family and carer support mental health service type cluster	Conditional	1
	Conditional obligation:		
	Data are only to be reported for this data element cluster if the reporting organisation provides Family and carer support services.		
1	Service provider organisation—source of funding, government authority mental health identifier code NNN	Mandatory	1
2	Entity—Australian business number (ABN), identifier N(11)	Mandatory	1
3	Service provider organisation—program name, text X[X(99)]	Mandatory	1
4	Service provider organisation—number of clients, total N[NNNNN]	Mandatory	1
5	Service provider organisation—unique client count accuracy descriptor, code N	Mandatory	1
	DSS specific information:		
	Code 8, 'Unknown count type', is not permitted for this collection.		
6	Service provider organisation—mental health funding provided to non-government organisations from government authorities, total Australian currency N[N(8)]	Mandatory	1
7	Service provider organisation—full-time equivalent staff (paid), total N[NNN{N}]	Mandatory	1
	DSS specific information:		
	This data element should be calculated on an annual basis.		
	The intention of this data element is to separately identify those staff employed in roles related directly to the delivery of Family and carer support services.		
	FTE should be apportioned to the relevant funding stream.		
	Exclusions:		
	<ul style="list-style-type: none"> • Staff employed in roles only administratively and managerially related to the delivery of client services (reported in Full-time equivalent paid overhead staff (average)). • Volunteers/unpaid staff (reported in Hours worked—volunteer/unpaid staff). 		
	Inclusions:		
	<ul style="list-style-type: none"> • Peer workers (also reported in Full-time equivalent paid peer workers (average)). 		
8	Service provider organisation—hours worked by volunteer/unpaid staff, total N[NNNNNN]	Mandatory	1
	DSS specific information:		
	The intention of this data element is to separately identify those staff employed in unpaid roles related directly to the delivery of Family and carer support services.		
	Hours worked during the reporting period should be apportioned to the relevant funding stream.		

Seq No.	Metadata item	Obligation	Max occurs
9	Service provider organisation—full-time equivalent staff paid peer workers, average NNNN.NN DSS specific information: This data element should be calculated on an annual basis. The intention of this data element is to separately identify peer workers employed in roles related directly to the delivery of Family and carer support services. FTE should be apportioned to the relevant funding stream.	Mandatory	1
10	Address—statistical area, level 2 (SA2) code (ASGS 2016) N(9) DSS specific information: Multiple SA2 codes are available to enable the recording of more than one geographical site of operation of the mental health service type.	Mandatory	50
12	Individual advocacy mental health service type cluster Conditional obligation: Data are only to be reported for this data element cluster if the reporting organisation provides Individual advocacy services.	Conditional	1
1	Service provider organisation—source of funding, government authority mental health identifier code NNN	Mandatory	1
2	Entity—Australian business number (ABN), identifier N(11)	Mandatory	1
3	Service provider organisation—program name, text X[X(99)]	Mandatory	1
4	Service provider organisation—number of clients, total N[NNNNN]	Mandatory	1
5	Service provider organisation—unique client count accuracy descriptor, code N DSS specific information: Code 8, 'Unknown count type', is not permitted for this collection.	Mandatory	1

Seq No.	Metadata item	Obligation	Max occurs
6	Service provider organisation—number of service contacts, total N[NNNNN]	Mandatory	1
	<i>DSS specific information:</i>		
	A service contact must involve at least two persons, one of whom must be from a mental health-related non-government organisation .		
	Service contacts are not restricted to in person communication but can include telephone, video link or other forms of direct communication.		
	Service contacts can either be with a client, or with a third party such as a carer or family member, other professional or mental health worker or other service provider.		
	A service contact should be recorded for each client for whom the service is provided, regardless of the number of clients or third parties participating.		
	There may be multiple service contacts on any one day for a client, including contacts involving third parties. If multiple service providers deliver a service contact to the same client concurrently a single service contact should be recorded. If multiple service providers deliver a service contact to the same client sequentially, a service contact should be recorded for each service provider.		
	Services of an administrative nature are excluded. Examples include telephone contact to schedule an appointment; noting receipt of test results that require no further action; and noting a patient/client did not attend a planned service contact. These instances would not be regarded as service contacts.		
	In instances where documenting the client’s service contact details is separated in time from the service provision, the documenting of the contact details is not counted as a separate service contact.		
	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 a service contact.		

Seq No.	Metadata item	Obligation	Max occurs
7	<p data-bbox="277 165 1098 197">Service provider organisation—number of contact hours, total N[NNNNNN]</p> <p data-bbox="312 228 619 259"><i>DSS specific information:</i></p> <p data-bbox="312 286 1123 344">A service contact must involve at least two persons, one of whom must be from a mental health-related non-government organisation.</p> <p data-bbox="312 371 1091 430">Service contacts are not restricted to in person communication but can include telephone, video link or other forms of direct communication.</p> <p data-bbox="312 456 1139 546">Service contacts can either be with a client, or with a third party such as a carer or family member, other professional or mental health worker or other service provider.</p> <p data-bbox="312 573 1149 631">A service contact should be recorded for each client for whom the service is provided, regardless of the number of clients or third parties participating.</p> <p data-bbox="312 658 1149 837">There may be multiple service contacts on any one day for a client, including contacts involving third parties. If multiple service providers deliver a service contact to the same client concurrently a single service contact should be recorded. If multiple service providers deliver a service contact to the same client sequentially, a service contact should be recorded for each service provider.</p> <p data-bbox="312 864 1145 1016">Services of an administrative nature are excluded. Examples include telephone contact to schedule an appointment; noting receipt of test results that require no further action; and noting a patient/client did not attend a planned service contact. These instances would not be regarded as service contacts.</p> <p data-bbox="312 1043 1152 1133">In instances where documenting the client’s service contact details is separated in time from the service provision, the documenting of the contact details is not counted as a separate service contact.</p> <p data-bbox="312 1160 1152 1249">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 a service contact.</p>	Mandatory	1
8	<p data-bbox="277 1308 1158 1397">Service provider organisation—mental health funding provided to non-government organisations from government authorities, total Australian currency N[N(8)]</p>	Mandatory	1

Seq No.	Metadata item	Obligation	Max occurs
9	<p>Service provider organisation—full-time equivalent staff (paid), total N[NNN{,N}]</p> <p>DSS specific information:</p> <p>This data element should be calculated on an annual basis.</p> <p>The intention of this data element is to separately identify those staff employed in roles related directly to the delivery of Individual advocacy services.</p> <p>FTE should be apportioned to the relevant funding stream.</p> <p>Exclusions:</p> <ul style="list-style-type: none"> • Staff employed in roles only administratively and managerially related to the delivery of client services (reported in Full-time equivalent paid overhead staff (average)). • Volunteers/unpaid staff (reported in Hours worked—volunteer/unpaid staff). <p>Inclusions:</p> <ul style="list-style-type: none"> • Peer workers (also reported in Full-time equivalent paid peer workers (average)). 	Mandatory	1
10	<p>Service provider organisation—hours worked by volunteer/unpaid staff, total N[NNNNNNN]</p> <p>DSS specific information:</p> <p>The intention of this data element is to separately identify those staff employed in unpaid roles related directly to the delivery of Individual advocacy services.</p> <p>Hours worked during the reporting period should be apportioned to the relevant funding stream.</p>	Mandatory	1
11	<p>Service provider organisation—full-time equivalent staff paid peer workers, average NNNN.NN</p> <p>DSS specific information:</p> <p>This data element should be calculated on an annual basis.</p> <p>The intention of this data element is to separately identify peer workers employed in roles related directly to the delivery of Individual advocacy services.</p> <p>FTE should be apportioned to the relevant funding stream.</p>	Mandatory	1
12	<p>Address—statistical area, level 2 (SA2) code (ASGS 2016) N(9)</p> <p>DSS specific information:</p> <p>Multiple SA2 codes are available to enable the recording of more than one geographical site of operation of the mental health service type.</p>	Mandatory	50

Seq No.	Metadata item	Obligation	Max occurs
13	Care coordination mental health service type cluster	Conditional	1
	Conditional obligation:		
	Data are only to be reported for this data element cluster if the reporting organisation provides Care coordination services.		
1	Service provider organisation—source of funding, government authority mental health identifier code NNN	Mandatory	1
2	Entity—Australian business number (ABN), identifier N(11)	Mandatory	1
3	Service provider organisation—program name, text X[X(99)]	Mandatory	1
4	Service provider organisation—number of clients, total N[NNNNN]	Mandatory	1
5	Service provider organisation—unique client count accuracy descriptor, code N	Mandatory	1
	DSS specific information:		
	Code 8, 'Unknown count type', is not permitted for this collection.		
6	Service provider organisation—number of service contacts, total N[NNNNN]	Mandatory	1
	DSS specific information:		
	A service contact must involve at least two persons, one of whom must be from a mental health-related non-government organisation .		
	Service contacts are not restricted to in person communication but can include telephone, video link or other forms of direct communication.		
	Service contacts can either be with a client, or with a third party such as a carer or family member, other professional or mental health worker or other service provider.		
	A service contact should be recorded for each client for whom the service is provided, regardless of the number of clients or third parties participating.		
	There may be multiple service contacts on any one day for a client, including contacts involving third parties. If multiple service providers deliver a service contact to the same client concurrently a single service contact should be recorded. If multiple service providers deliver a service contact to the same client sequentially, a service contact should be recorded for each service provider.		
	Services of an administrative nature are excluded. Examples include telephone contact to schedule an appointment; noting receipt of test results that require no further action; and noting a patient/client did not attend a planned service contact. These instances would not be regarded as service contacts.		
	In instances where documenting the client's service contact details is separated in time from the service provision, the documenting of the contact details is not counted as a separate service contact.		
	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 a service contact.		

Seq No.	Metadata item	Obligation	Max occurs
7	<p data-bbox="277 165 1098 197">Service provider organisation—number of contact hours, total N[NNNNNN]</p> <p data-bbox="312 228 619 259"><i>DSS specific information:</i></p> <p data-bbox="312 286 1123 344">A service contact must involve at least two persons, one of whom must be from a mental health-related non-government organisation.</p> <p data-bbox="312 371 1091 430">Service contacts are not restricted to in person communication but can include telephone, video link or other forms of direct communication.</p> <p data-bbox="312 456 1139 546">Service contacts can either be with a client, or with a third party such as a carer or family member, other professional or mental health worker or other service provider.</p> <p data-bbox="312 573 1149 631">A service contact should be recorded for each client for whom the service is provided, regardless of the number of clients or third parties participating.</p> <p data-bbox="312 658 1149 837">There may be multiple service contacts on any one day for a client, including contacts involving third parties. If multiple service providers deliver a service contact to the same client concurrently a single service contact should be recorded. If multiple service providers deliver a service contact to the same client sequentially, a service contact should be recorded for each service provider.</p> <p data-bbox="312 864 1145 1016">Services of an administrative nature are excluded. Examples include telephone contact to schedule an appointment; noting receipt of test results that require no further action; and noting a patient/client did not attend a planned service contact. These instances would not be regarded as service contacts.</p> <p data-bbox="312 1043 1152 1133">In instances where documenting the client’s service contact details is separated in time from the service provision, the documenting of the contact details is not counted as a separate service contact.</p> <p data-bbox="312 1160 1152 1249">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 a service contact.</p>	Mandatory	1
8	<p data-bbox="277 1308 1158 1397">Service provider organisation—mental health funding provided to non-government organisations from government authorities, total Australian currency N[N(8)]</p>	Mandatory	1

Seq No.	Metadata item	Obligation	Max occurs
9	<p>Service provider organisation—full-time equivalent staff (paid), total N[NNN{,N}]</p> <p>DSS specific information:</p> <p>This data element should be calculated on an annual basis.</p> <p>The intention of this data element is to separately identify those staff employed in roles related directly to the delivery of Care coordination services.</p> <p>FTE should be apportioned to the relevant funding stream.</p> <p>Exclusions:</p> <ul style="list-style-type: none"> • Staff employed in roles only administratively and managerially related to the delivery of client services (reported in Full-time equivalent paid overhead staff (average)). • Volunteers/unpaid staff (reported in Hours worked—volunteer/unpaid staff). <p>Inclusions:</p> <ul style="list-style-type: none"> • Peer workers (also reported in Full-time equivalent paid peer workers (average)). 	Mandatory	1
10	<p>Service provider organisation—hours worked by volunteer/unpaid staff, total N[NNNNNNN]</p> <p>DSS specific information:</p> <p>The intention of this data element is to separately identify those staff employed in unpaid roles related directly to the delivery of Care coordination services.</p> <p>Hours worked during the reporting period should be apportioned to the relevant funding stream.</p>	Mandatory	1
11	<p>Service provider organisation—full-time equivalent staff paid peer workers, average NNNN.NN</p> <p>DSS specific information:</p> <p>This data element should be calculated on an annual basis.</p> <p>The intention of this data element is to separately identify peer workers employed in roles related directly to the delivery of Care coordination services.</p> <p>FTE should be apportioned to the relevant funding stream.</p>	Mandatory	1
12	<p>Address—statistical area, level 2 (SA2) code (ASGS 2016) N(9)</p> <p>DSS specific information:</p> <p>Multiple SA2 codes are available to enable the recording of more than one geographical site of operation of the mental health service type.</p>	Mandatory	70

Seq No.	Metadata item	Obligation	Max occurs
14	Service integration infrastructure mental health service type cluster	Conditional	1
	Conditional obligation:		
	Data are only to be reported for this data element cluster if the reporting organisation provides Service integration infrastructure services.		
1	Service provider organisation—source of funding, government authority mental health identifier code NNN	Mandatory	1
2	Entity—Australian business number (ABN), identifier N(11)	Mandatory	1
3	Service provider organisation—program name, text X[X(99)]	Mandatory	1
4	Service provider organisation—number of clients, total N[NNNNN]	Mandatory	1
5	Service provider organisation—unique client count accuracy descriptor, code N	Mandatory	1
	DSS specific information:		
	Code 8, 'Unknown count type', is not permitted for this collection.		
6	Service provider organisation—mental health funding provided to non-government organisations from government authorities, total Australian currency N[N(8)]	Mandatory	1
7	Service provider organisation—full-time equivalent staff (paid), total N[NNN{N}]	Mandatory	1
	DSS specific information:		
	This data element should be calculated on an annual basis.		
	The intention of this data element is to separately identify those staff employed in roles related directly to the delivery of Service integration infrastructure services.		
	FTE should be apportioned to the relevant funding stream.		
	Exclusions:		
	<ul style="list-style-type: none"> Staff employed in roles only administratively and managerially related to the delivery of client services (reported in Full-time equivalent paid overhead staff (average)). Volunteers/unpaid staff. 		
	Inclusions:		
	<ul style="list-style-type: none"> Peer workers. 		
8	Address—statistical area, level 2 (SA2) code (ASGS 2016) N(9)	Mandatory	90
	DSS specific information:		
	Multiple SA2 codes are available to enable the recording of more than one geographical site of operation of the mental health service type.		
15	Education, employment and training mental health service type cluster	Conditional	1
	Conditional obligation:		
	Data are only to be reported for this data element cluster if the reporting organisation provides Education, employment and training services.		

Seq No.	Metadata item	Obligation	Max occurs
1	Service provider organisation—source of funding, government authority mental health identifier code NNN	Mandatory	1
2	Entity—Australian business number (ABN), identifier N(11)	Mandatory	1
3	Service provider organisation—program name, text X[X(99)]	Mandatory	1
4	Service provider organisation—number of clients, total N[NNNNN]	Mandatory	1
5	Service provider organisation—unique client count accuracy descriptor, code N	Mandatory	1

DSS specific information:

Code 8, 'Unknown count type', is not permitted for this collection.

6	Service provider organisation—number of service contacts, total N[NNNNN]	Mandatory	1
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DSS specific information:

A service contact must involve at least two persons, one of whom must be from a [mental health-related non-government organisation](#).

Service contacts are not restricted to in person communication but can include telephone, video link or other forms of direct communication.

Service contacts can either be with a client, or with a third party such as a carer or family member, other professional or mental health worker or other service provider.

A service contact should be recorded for each client for whom the service is provided, regardless of the number of clients or third parties participating.

There may be multiple service contacts on any one day for a client, including contacts involving third parties. If multiple service providers deliver a service contact to the same client concurrently a single service contact should be recorded. If multiple service providers deliver a service contact to the same client sequentially, a service contact should be recorded for each service provider.

Services of an administrative nature are excluded. Examples include telephone contact to schedule an appointment; noting receipt of test results that require no further action; and noting a patient/client did not attend a planned service contact. These instances would not be regarded as service contacts.

In instances where documenting the client's service contact details is separated in time from the service provision, the documenting of the contact details is not counted as a separate service contact.

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 a service contact.

Seq No.	Metadata item	Obligation	Max occurs
7	<p data-bbox="277 165 1098 197">Service provider organisation—number of contact hours, total N[NNNNNN]</p> <p data-bbox="312 230 619 262"><i>DSS specific information:</i></p> <p data-bbox="312 286 1123 344">A service contact must involve at least two persons, one of whom must be from a mental health-related non-government organisation.</p> <p data-bbox="312 374 1091 432">Service contacts are not restricted to in person communication but can include telephone, video link or other forms of direct communication.</p> <p data-bbox="312 461 1139 551">Service contacts can either be with a client, or with a third party such as a carer or family member, other professional or mental health worker or other service provider.</p> <p data-bbox="312 580 1147 638">A service contact should be recorded for each client for whom the service is provided, regardless of the number of clients or third parties participating.</p> <p data-bbox="312 667 1150 837">There may be multiple service contacts on any one day for a client, including contacts involving third parties. If multiple service providers deliver a service contact to the same client concurrently a single service contact should be recorded. If multiple service providers deliver a service contact to the same client sequentially, a service contact should be recorded for each service provider.</p> <p data-bbox="312 866 1147 1014">Services of an administrative nature are excluded. Examples include telephone contact to schedule an appointment; noting receipt of test results that require no further action; and noting a patient/client did not attend a planned service contact. These instances would not be regarded as service contacts.</p> <p data-bbox="312 1043 1150 1133">In instances where documenting the client’s service contact details is separated in time from the service provision, the documenting of the contact details is not counted as a separate service contact.</p> <p data-bbox="312 1162 1150 1252">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 a service contact.</p>	Mandatory	1
8	<p data-bbox="277 1312 1158 1397">Service provider organisation—mental health funding provided to non-government organisations from government authorities, total Australian currency N[N(8)]</p>	Mandatory	1

Seq No.	Metadata item	Obligation	Max occurs
9	<p>Service provider organisation—full-time equivalent staff (paid), total N[NNN{,N}]</p> <p>DSS specific information:</p> <p>This data element should be calculated on an annual basis.</p> <p>The intention of this data element is to separately identify those staff employed in roles related directly to the delivery of Education, employment and training services.</p> <p>FTE should be apportioned to the relevant funding stream.</p> <p>Exclusions:</p> <ul style="list-style-type: none"> • Staff employed in roles only administratively and managerially related to the delivery of client services (reported in Full-time equivalent paid overhead staff (average)). • Volunteers/unpaid staff (reported in Hours worked—volunteer/unpaid staff). <p>Inclusions:</p> <ul style="list-style-type: none"> • Peer workers (also reported in Full-time equivalent paid peer workers (average)). 	Mandatory	1
10	<p>Service provider organisation—hours worked by volunteer/unpaid staff, total N[NNNNNN]</p> <p>DSS specific information:</p> <p>The intention of this data element is to separately identify those staff employed in unpaid roles related directly to the delivery of Education, employment and training services.</p> <p>Hours worked during the reporting period should be apportioned to the relevant funding stream.</p>	Mandatory	1
11	<p>Service provider organisation—full-time equivalent staff paid peer workers, average NNNN.NN</p> <p>DSS specific information:</p> <p>This data element should be calculated on an annual basis.</p> <p>The intention of this data element is to separately identify peer workers employed in roles related directly to the delivery of Education, employment and training services.</p> <p>FTE should be apportioned to the relevant funding stream.</p>	Mandatory	1
12	<p>Address—statistical area, level 2 (SA2) code (ASGS 2016) N(9)</p> <p>DSS specific information:</p> <p>Multiple SA2 codes are available to enable the recording of more than one geographical site of operation of the mental health service type.</p>	Mandatory	50

Seq No.	Metadata item	Obligation	Max occurs
16	Sector development and representation mental health service type cluster	Conditional	1
	Conditional obligation:		
	Data are only to be reported for this data element cluster if the reporting organisation provides Sector development and representation services.		
1	Service provider organisation—source of funding, government authority mental health identifier code NNN	Mandatory	1
2	Entity—Australian business number (ABN), identifier N(11)	Mandatory	1
3	Service provider organisation—program name, text X[X(99)]	Mandatory	1
4	Service provider organisation—mental health funding provided to non-government organisations from government authorities, total Australian currency N[N(8)]	Mandatory	1
5	Service provider organisation—full-time equivalent staff (paid), total N[NNN{N}]	Mandatory	1
	DSS specific information:		
	This data element should be calculated on an annual basis.		
	The intention of this data element is to separately identify those staff employed in roles related directly to the delivery of Sector development and representation services.		
	FTE should be apportioned to the relevant funding stream.		
	Exclusions:		
	<ul style="list-style-type: none"> • Staff employed in roles only administratively and managerially related to the delivery of client services (reported in Full-time equivalent paid overhead staff (average)). • Volunteers/unpaid staff (reported in Hours worked—volunteer/unpaid staff). 		
	Inclusions:		
	<ul style="list-style-type: none"> • Peer workers (also reported in Full-time equivalent paid peer workers (average)). 		
6	Service provider organisation—hours worked by volunteer/unpaid staff, total N[NNNNNN]	Mandatory	1
	DSS specific information:		
	The intention of this data element is to separately identify those staff employed in unpaid roles related directly to the delivery of Sector development and representation services.		
	Hours worked during the reporting period should be apportioned to the relevant funding stream.		

Seq No.	Metadata item	Obligation	Max occurs
7	Service provider organisation—full-time equivalent staff paid peer workers, average NNNN.NN DSS specific information: This data element should be calculated on an annual basis. The intention of this data element is to separately identify peer workers employed in roles related directly to the delivery of Sector development and representation services. FTE should be apportioned to the relevant funding stream.	Mandatory	1
8	Address—statistical area, level 2 (SA2) code (ASGS 2016) N(9) DSS specific information: Multiple SA2 codes are available to enable the recording of more than one geographical site of operation of the mental health service type.	Mandatory	50
17	Mental health promotion mental health service type cluster Conditional obligation: Data are only to be reported for this data element cluster if the reporting organisation provides Mental health promotion services.	Conditional	1
1	Service provider organisation—source of funding, government authority mental health identifier code NNN	Mandatory	1
2	Entity—Australian business number (ABN), identifier N(11)	Mandatory	1
3	Service provider organisation—program name, text X[X(99)]	Mandatory	1
4	Service provider organisation—number of schools participating in a program, total N[NNNN]	Mandatory	1
5	Service provider organisation—mental health funding provided to non-government organisations from government authorities, total Australian currency N[N(8)]	Mandatory	1

Seq No.	Metadata item	Obligation	Max occurs
6	<p>Service provider organisation—full-time equivalent staff (paid), total N[NNN{,N}]</p> <p>DSS specific information:</p> <p>This data element should be calculated on an annual basis.</p> <p>The intention of this data element is to separately identify those staff employed in roles related directly to the delivery of Mental health promotion services.</p> <p>FTE should be apportioned to the relevant funding stream.</p> <p>Exclusions:</p> <ul style="list-style-type: none"> • Staff employed in roles only administratively and managerially related to the delivery of client services (reported in Full-time equivalent paid overhead staff (average)). • Volunteers/unpaid staff (reported in Hours worked—volunteer/unpaid staff). <p>Inclusions:</p> <ul style="list-style-type: none"> • Peer workers (also reported in Full-time equivalent paid peer workers (average)). 	Mandatory	1
7	<p>Service provider organisation—hours worked by volunteer/unpaid staff, total N[NNNNNNN]</p> <p>DSS specific information:</p> <p>The intention of this data element is to separately identify those staff employed in unpaid roles related directly to the delivery of Mental health promotion services.</p> <p>Hours worked during the reporting period should be apportioned to the relevant funding stream.</p>	Mandatory	1
8	<p>Service provider organisation—full-time equivalent staff paid peer workers, average NNNN.NN</p> <p>DSS specific information:</p> <p>This data element should be calculated on an annual basis.</p> <p>The intention of this data element is to separately identify peer workers employed in roles related directly to the delivery of Mental health promotion services.</p> <p>FTE should be apportioned to the relevant funding stream.</p>	Mandatory	1
9	<p>Address—statistical area, level 2 (SA2) code (ASGS 2016) N(9)</p> <p>DSS specific information:</p> <p>Multiple SA2 codes are available to enable the recording of more than one geographical site of operation of the mental health service type.</p>	Mandatory	50

Seq No.	Metadata item	Obligation	Max occurs
18	Mental illness prevention mental health service type cluster	Conditional	1

Conditional obligation:

Data are only to be reported for this data element cluster if the reporting organisation provides [Mental illness prevention](#) services.

1	Service provider organisation—source of funding, government authority mental health identifier code NNN	Mandatory	1
2	Entity—Australian business number (ABN), identifier N(11)	Mandatory	1
3	Service provider organisation—program name, text X[X(99)]	Mandatory	1
4	Service provider organisation—mental health funding provided to non-government organisations from government authorities, total Australian currency N[N(8)]	Mandatory	1
5	Service provider organisation—full-time equivalent staff (paid), total N[NNN{.N}]	Mandatory	1

DSS specific information:

This data element should be calculated on an annual basis.

The intention of this data element is to separately identify those staff employed in roles related directly to the delivery of [Mental illness prevention](#) services.

FTE should be apportioned to the relevant funding stream.

Exclusions:

- Staff employed in roles only administratively and managerially related to the delivery of client services (reported in [Full-time equivalent paid overhead staff \(average\)](#)).
- [Volunteers](#)/unpaid staff (reported in [Hours worked—volunteer/unpaid staff](#)).

Inclusions:

- [Peer workers](#) (also reported in [Full-time equivalent paid peer workers \(average\)](#)).

6	Service provider organisation—hours worked by volunteer/unpaid staff, total N[NNNNNN]	Mandatory	1
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DSS specific information:

The intention of this data element is to separately identify those staff employed in unpaid roles related directly to the delivery of [Mental illness prevention](#) services.

Hours worked during the reporting period should be apportioned to the relevant funding stream.

Seq No.	Metadata item	Obligation	Max occurs
7	Service provider organisation—full-time equivalent staff paid peer workers, average NNNN.NN	Mandatory	1
	<i>DSS specific information:</i>		
	This data element should be calculated on an annual basis.		
	The intention of this data element is to separately identify peer workers employed in roles related directly to the delivery of Mental illness prevention services.		
	FTE should be apportioned to the relevant funding stream.		
8	Address—statistical area, level 2 (SA2) code (ASGS 2016) N(9)	Mandatory	50
	<i>DSS specific information:</i>		
	Multiple SA2 codes are available to enable the recording of more than one geographical site of operation of the mental health service type.		