



Australian Government

**Australian Institute of
Health and Welfare**

*Better information and statistics
for better health and wellbeing*

2012–13 Private rent assistance data collection

Jurisdiction data manual

June 2013

Australian Institute of Health and Welfare
Canberra

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1 Introduction

This data manual has been developed by the Australian Institute of Health and Welfare (AIHW) to assist jurisdictions with the collection and reporting of data for private rent assistance (PRA). This manual provides the standard concepts, definitions and procedures to ensure that data is comparable across jurisdictions. Changes to this year's collection are outlined in section 3. We encourage jurisdictions to contact the AIHW (email housing@aihw.gov.au) to address any queries you might have regarding these changes, or any other aspect of the collection.

The manual describes:

- the scope of the data collection
- specifications for quantitative and qualitative data
- tools used in compiling data
- steps for collecting and supplying data.

2 Process overview

The processes for the 2012–13 PRA national data collection are illustrated in Table 2.1. There are three steps in the process:

- Step 1 – The AIHW sends data collection documentation to jurisdictions.
- Step 2 – Jurisdictions compile data (both quantitative and qualitative), conduct quality assurance checks and send data to the AIHW.
- Step 3 – The AIHW quality checks data and prepares final results for approval and reporting.

Key dates

Table 2.1: Key dates

Date	Task	Further information
21 Jun 2013	AIHW to circulate data collection documentation to jurisdictions	Section 4
2 Aug 2013	FINAL date for jurisdictions to send both quantitative and qualitative data to AIHW	Section 4
30 Aug 2013	FINAL date for jurisdictions to send data quality information to AIHW	Section 4
Aug-Sept 2013	Ongoing consultation with jurisdictions to finalise data and associated footnotes	
6 Sept 2013	FINAL date for jurisdictions to submit revised data and provide information for footnote content	
13 Sept 2013	AIHW to send national data and footnotes to jurisdictions for final sign-off	
20 Sept 2013	HHIMG to sign-off on data and footnotes	
27 Sept 2013	AIHW to send final data to Productivity Commission for national reporting	

Processing and quality assurance

Jurisdictions are required to utilise the AIHW PRA data validator prior to submitting data. The AIHW will undertake processing and further quality assurance checks of the data supplied by jurisdictions. The AIHW will liaise with jurisdictions to address any data issues identified in the finalisation of data, footnotes and data quality information.

National reporting

Once all data are finalised and approved by the jurisdictional Housing and Homelessness Information Management Group (HHIMG) representative, they are used to report to the Council of Australian Governments (COAG) against the National Affordable Housing Agreement (NAHA) Output (d) 'Number of households in private rental receiving subsidies'. The measure is 'Number of households in private rental receiving subsidies',

defined as the 'Count of the number of households assisted through state based private rent assistance'.

3 Scope and coverage

PRA for the purpose of this collection relates to the provision of financial assistance to enable households to access and maintain accommodation in the private rental market and

includes:

- bond loans
- rental grants
- rental subsidies
- relocation expenses and
- other assistance grants.

The collection **excludes:**

- non-financial assistance, for example, tenancy support services and tenancy guarantees
- any expense incurred in providing assistance to a household that is not the value of financial assistance directly received by the household.

Time period reference

Data is to be provided for the 2012-13 financial year, that is, the period 1 July 2012 to 30 June 2013, and should include records of assistance to households that received private rent during the 2012-13 collection year. This includes:

- All households that commenced receiving assistance in the 2012-13 financial year
- All households who commence receiving an ongoing form of assistance in previous financial year and continued to receive this assistance in the 2012-13 financial year.

To be included in the 2012-13 collection, a household must have received at least one transfer of assistance in the 2012-13 financial year. Records of assistance provided in a previous financial year for which monies remain outstanding should be excluded from the 2012-13 collection.

Reporting frequency

This data collection occurs annually.

Data definitions

The PRA Data Set Specifications is the authoritative source of data definitions and standards for this collection. It can be downloaded from the AIHW website at <http://meteor.aihw.gov.au/content/index.phtml/itemId/480492>.

The main counting unit for the outputs is households and a household is defined as:

'A group of two or more related or unrelated people who usually reside in the same dwelling, and who make common provision for food or other essentials for living; or a single

person living in a dwelling who makes provision for his or her own food and other essentials for living, without combining with any other person’.

The 2012–13 data collection

As per last year all data should be provided in a single comma delimited (csv) file. A csv file has been sent out with this data manual to aid jurisdictions in compiling their quantitative data. Also consistent with last year’s collection is that qualitative data should be supplied in the template provided and that all data must be supplied to the AIHW using the AIHW Secure Messaging (ASM) service (see Section 7).

New to the PRA collection this year are the following:

- Introduction of a data validator (see section 5)
- Introduction of a data quality information form (see section 4)
- A change of labels for HP4-HP8. These outputs previously listed the total number of households assisted by regional breakdown. These outputs are now listed as reporting the total number of instances of assistance provided by regional breakdown. This change does not reflect a change in the underlying methodology used to calculate these outputs, but rather the new label better reflects the methodology used to calculate these figures (see section 4).

4 Data provision

Jurisdictions' data submission to the AIHW must comprise the following:

- a csv file containing quantitative data
- a data validator output file pertaining to the submitted csv file
- an Excel file providing qualitative data on assistance programs
- a completed data quality information form

The first three of these must be submitted by the 2nd of August 2013. The completed data quality information form is to be submitted by the 30th of August 2013.

Quantitative data

All items should be provided in a single comma delimited (csv) file. A csv file has been sent out with this data manual to aid jurisdictions in compiling their quantitative data. This csv file includes headings for each variable within the data file, and data must be entered in line with the headings.

A separate record should be provided for each type of assistance provided to a household. For each type of assistance where assistance was ongoing, provide only a single record for that assistance in the 2012-13 collection, regardless of the financial year in which assistance commenced.

Include:

- All households who received PRA during the 2012-13 financial year. This includes:
 - All households who commenced receiving assistance for the year ending 30 June 2013 regardless of the form of assistance (i.e. whether assistance is one-off or ongoing)
 - All households who commenced receiving an ongoing form of assistance in a previous financial year (i.e. prior to 1 July 2012) and continued to receive this assistance from 1 July 2012. In this context, 'ongoing' refers to assistance that comprises multiple transfers to a household at different points in time.

Exclude:

- Households with outstanding monies to repay for assistance provided in a previous financial year, where no new assistance was provided for the year ending 30 June 2013.

To be included in the 2012-13 collection, a household must receive at least one transfer of assistance in the 2012-13 financial year. Refer to section 3 for guidance on the types of assistance that should be included in the collection data set.

General notes

- format currency to **2 decimal places**
- format dates as **dd/mm/yyyy**
- define unknowns using blank fields

- advise if unable to supply a variable
- mapping of any jurisdictional codes to national standard as required.

Data items

The following table lists the data items to be reported by jurisdictions for the 2012–13 PRA data collection, and the order in which the data items should be provided. The data items are grouped into household data items, the property data items, and assistance data items. Tables 4.2, 4.3 and 4.4 display the applicable values and formats for each of these data item groupings. Data qualifications are provided under each of these tables. Data item definitions are provided in table 5.1 in section 5.

Table 4.1: Data items for the 2012–13 PRA data collection

Household data items	Household identifier
	Main applicant identifier
	Sex
	Date of birth
	Indigenous status
	Gross weekly income
	Principal source of income
Property data items	Suburb/town/locality name
	State
	Postcode
	Weekly rent
Assistance data items	Type of assistance received
	Date assistance received
	Amount of assistance received

Household data items

Table 4.2: Household data items formats and values

AIHW variable	Description	Format	AIHW values
ID	Unique household identifier	String 15	
APPLICANTID	Unique main applicant identifier	String 15	
SEX	Sex of main applicant	Numeric 1	1. Male 2. Female 3. Intersex or indeterminate 9. Not stated/inadequately described
DOB	Date of birth of main applicant	DD/MM/YYYY	
INDIG	Indigenous status of household	Number 1	1. Yes 2. No 9. Not stated/inadequately described

AIHW variable	Description	Format	AIHW values
INC_GH	Gross weekly income of household	Numeric 8	
INC_TYPE	Principal income source of household	Number 1	1. Employee cash income 2. Unincorporated business income 3.1.1. Youth allowance 3.1.2. Newstart allowance 3.1.3. Other allowances for students and the unemployed 3.2.1. Age pension 3.2.2. Disability support pension 3.2.3. Other Centrelink pensions/allowances for the aged and people with a disability 3.3. Other Government cash pensions/allowances (e.g. Service pensions, Family Tax Benefit) 4. Other cash income 9. Not stated/inadequately described

Data qualifications:

- **The main applicant identifier should be the same person identifier that is used by the social housing authority across different housing programs. This field may be used to link PRA records with corresponding public rental housing, state owned and managed Indigenous housing, and/or home purchase assistance records. If no such identifier exists, this field should be left blank.**

Property data items

Table 4.3: Property data items formats

AIHW variable	Description	Format	AIHW values
SUBURB	Suburb/town/locality name	String 15	
STATE	State	Alphabetic 3	
POSTCODE	Postcode	Numeric 4	
WRENT	Weekly rent payment	Numeric 8	

Assistance data items

Table 4.4: Assistance data items formats and values

AIHW variable	Description	Format	AIHW values
PRA_TYPE	Type of assistance received	Number 2	1. Bond loan 2. Rental grant – one-off 3. Ongoing rental subsidy 4. Relocation expenses 99. Other
PRA_DATE	Date assistance received	DD/MM/YYYY	
PRA_AMOUNT	Amount of assistance received	Numeric 8	

Include:

- The value of assistance provided to a household during the 2012–13 financial year for:
 - all households who commenced receiving assistance for the year ending 30 June 2013 regardless of the form of assistance (i.e. whether assistance is one-off, ongoing, repayable or non-repayable); and
 - all households who commenced receiving an ongoing form of assistance in a previous financial year (i.e. prior to 1 July 2012) and continued to receive this assistance from 1 July 2012, receiving at least one transfer of assistance in the 2012-13 financial year.

Exclude:

- Related administrative and operational costs associated with providing the PRA
- The value of assistance provided to a household prior to 1 July 2012 (i.e. for households continuing to receive ongoing forms of assistance that commenced prior to 1 July 2012).
- The value of outstanding repayable monies where a repayable form of assistance was provided prior to 1 July 2012 and outstanding monies had not been repaid by 30 June 2012.

Data qualifications:

- For those households who commenced receiving assistance in a previous financial year (i.e. prior to 1 July 2012) and they continued to receive this assistance, include only the value of assistance provided for the year ending 30 June 2013 (i.e. disregard the value of assistance provided prior to 1 July 2012).
- For those households who commenced receiving assistance in a previous financial year (i.e. prior to 1 July 2012) and they continued to receive this assistance, report the originating date of the assistance (i.e. the date the household first received the assistance).

Summary data items

The following table provides details of the summary output items that will be calculated and published by the AIHW based on the household, property and assistance data items reported by jurisdictions.

Table 4.5: List of output items

Code	Description
PR1	Total number of households assisted for year ending 30 June 2013
PR2	Total number of Indigenous households assisted for year ending 30 June 2013
PR3a	Total number of instances of assistance provided to households with a principal household income source of employee cash income for year ending 30 June 2013
PR3b	Total number of instances of assistance provided to households with a principal household income source of unincorporated business income for year ending 30 June 2013
PR3c	Total number of instances of assistance provided to households with a principal household income source of Youth allowance for year ending 30 June 2013
PR3d	Total number of instances of assistance provided to households with a principal household income source of Newstart allowance for year ending 30 June 2013
PR3e	Total number of instances of assistance provided to households with a principal household income source of other allowances for students and the unemployed for year ending 30 June 2013
PR3f	Total number of instances of assistance provided to households with a principal household income source of Age pension for year ending 30 June 2013
PR3g	Total number of instances of assistance provided to households with a principal household income source of Disability support pension for year ending 30 June 2013
PR3h	Total number of instances of assistance provided to households with a principal household income source of other Centrelink pensions/allowances for the aged and people with a disability for year ending 30 June 2013
PR3i	Total number of instances of assistance provided to households with a principal household income source of other Government cash pensions/allowances for year ending 30 June 2013
PR3j	Total number of instances of assistance provided to households with a principal household income source of other cash income for year ending 30 June 2013
PR3k	Total number of instances of assistance provided to households with a principal household income source of not stated/inadequately described for year ending 30 June 2013
PR4	Total number of instances of assistance provided to households in Major cities of Australia for year ending 30 June 2013
PR5	Total number of instances of assistance provided to households in Inner regional areas of Australia for year ending 30 June 2013
PR6	Total number of instances of assistance provided to households in Outer regional areas of Australia for year ending 30 June 2013
PR7	Total number of instances of assistance provided to households in Remote areas of Australia for year ending 30 June 2013
PR8	Total number of instances of assistance provided to households in Very remote areas of Australia for year ending 30 June 2013
PR9	Total number of households receiving bond loan assistance for year ending 30 June 2013
PR10	Total number of households receiving rental grants for year ending 30 June 2013
PR11	Total number of households receiving rental subsidies for year ending 30 June 2013
PR12	Total number of households receiving relocation expenses for year ending 30 June 2013
PR13	Total number of households receiving other assistance for year ending 30 June 2013
PR14	Total value of assistance to households receiving bond loan assistance for year ending 30 June 2013
PR15	Total value of assistance to households receiving rental grants for year ending 30 June 2013
PR16	Total value of assistance to households receiving rental subsidies for year ending 30 June 2013
PR17	Total value of assistance to households receiving relocation expenses for year ending 30 June 2013
PR18	Total value of assistance to households receiving other assistance for year ending 30 June 2013

Qualitative data

Jurisdictions are requested to provide details of all programs of PRA (financial only) available to households during the 2012–13 reporting period. An Excel spreadsheet is provided for this purpose and includes the following fields:

- name of program
- description of program
- eligibility criteria.

The final date for jurisdictions to send this qualitative data to the AIHW is the same as that for quantitative data, the 2nd of August 2013.

Data quality information

Collection materials circulated to jurisdictions included a data quality information form. The form provides space for data quality information to be provided against each data item as well as an open ended section where jurisdictions should provide any other data quality information. The AIHW will use this information to compile collection data quality statements and footnotes to published data.

For data quality information going into the data quality statements we're very interested in things that affect 'accuracy' and 'coherence'. These are the names of the two sections in the data quality statements that are generally populated by information received from jurisdictions.

The section on 'accuracy' should include information on:

- exactly what has been reported, i.e. any deviation from the data items specifications outlined in section 4
- any aspect of collection methodology that potentially affects what actually ends up being reported against a particular data item, or summary data item, such as the point in time information is collected, i.e., is the household information current at the end of financial year or the date assistance is received?
- anything that might introduce disparity between the reported data items and the 'true' values
- any factors that might have affected data quality, and if it is known, the direction of any bias that may have been introduced
- any deviation from the collection scope as outlined in section 3.

The section on 'coherence' should include information on:

- changes in what has been reported over time, in terms of alignment to data item specifications outlined in section 4
- changes in collection methodology that might affect what actually ends up being reported against a particular data item, or summary data item

- any factors that may have resulted in a change in data quality, and if it is known, whether the change in data quality is thought to be an improvement or not
- changes in scope compared to previous collection years
- anything that affects the comparability of data across time and between jurisdictions.

For both of these sections of the data quality statements we're interested in information that affects the whole of the collection, individual data items or summary data items, or groups of data items or summary data items. We're keen for you to be as specific and exhaustive as possible. In light of this explanation, please complete the data quality information form providing as much data quality information as possible. The completed form is due by the 30th of August.

5 Processing performed by jurisdictions

Jurisdictions are required to undertake the data quality checks outlined in the following table prior to submission to the AIHW. Jurisdictions are also required to utilise the PRA data validator prior to submission to the AIHW. Utilisation of the AIHW data validator is not a substitute for the data quality checks outlined in the table below. The data validator will assist with ensuring that the data conforms to formatting requirements and checks some readily testable data item relationships.

Table 5.1: Data item definitions and data quality checks

Data item & definition	Data quality check
<p>Household identifier</p> <p>A unique identifier for a household. If household identifiers are not assigned as part of general management processes, please assign a unique number to each household for the purposes of this survey.</p>	<p>Must be completed for <u>all</u> household records.</p>
<p>Main applicant identifier</p> <p>A unique identifier for the person or principal person whose name appears first on the PRA application form. This identifier should be the same person identifier that is used by the social housing authority across different housing programs. This field may be used to link PRA records with corresponding public rental housing, state owned and managed Indigenous housing, and/or home purchase assistance records.</p> <p>If a consistent social housing authority id is not available, please leave this field blank.</p>	<p>Must be completed for <u>all</u> household records where a consistent social housing authority person identifier that can be used for data linkage exists.</p> <p>Must be left blank for <u>all</u> household records where a consistent social housing authority person identifier <i>does not</i> exist.</p>
<p>Sex of main applicant</p> <p>The sex of the person or principal person whose name appears first on the PRA application form. Where this is not clear, it should be the person who is responsible for rental payments.</p>	<p>Only valid codes are accepted (i.e. 1, 2, 3 or 9).</p> <p>Must be completed for <u>all</u> household records.</p>
<p>Date of birth of main applicant</p> <p>The date of birth of the person or principal person whose name appears first on the PRA application form. Where this is not clear, it should be the person who is responsible for rental payments.</p>	<p>Please record in the DD/MM/YYYY format and leave blank if unknown.</p>
<p>Indigenous status of household</p> <p>A household which contains one or more persons who identifies as being of Aboriginal or Torres Strait Islander origin.</p>	<p>Only valid codes are accepted (i.e. 1, 2 or 9).</p> <p>Must be completed for <u>all</u> household records.</p>
<p>Gross weekly household income</p> <p>The value of weekly income from all sources before any deductions such as income tax, superannuation, etc. for all household members. Gross income is regarded as all receipts that are received regularly and are of a recurring nature. Certain receipts such as lump sum receipts, windfall gains and withdrawals from savings are not considered to conform to these criteria and are not included as income.</p>	<p>Report to 2 decimal places and leave blank if unknown.</p> <p>Please check records where weekly income is above \$1,500 or below \$150.</p>

Data item & definition	Data quality check
<p>Main income source of household</p> <p>The income source by which the household derives most (equal to or greater than 50%) of its income.</p> <p>If a household has multiple sources of income and none are equal to or greater than 50%, sum the value of the income amount for all household members for each income source. The income source which contributes the largest percentage should be counted as the main income source for the household.</p>	<p>Only valid codes are accepted (i.e. 1, 2, 3.1.1, 3.1.2, 3.1.3, 3.2.1, 3.2.2, 3.2.3, 3.3, 4 or 9).</p> <p>Must be completed for <u>all</u> household records.</p>
<p>Suburb/town/locality name of property</p> <p>The suburb/town/locality name may be a town, city, suburb or commonly used location name such as a large agricultural property or Aboriginal community.</p>	<p>Must be completed for <u>all</u> household records.</p>
<p>State</p> <p>The state in which the dwelling is located.</p>	<p>Must be completed for <u>all</u> household records.</p>
<p>Postcode of property</p> <p>The numeric descriptor for a postal delivery area, aligned with locality, suburb or place for the address of a dwelling.</p>	<p>Please enter a valid 4-digit Australian postcode.</p> <p>Must be completed for <u>all</u> household records.</p>
<p>Weekly rent</p> <p>The amount of rent charged for the property. The rent charged is the amount of money the household has been asked to pay.</p>	<p>Please report to 2 decimal places and leave blank if unknown.</p> <p>Please check records where weekly rent is greater than weekly income.</p>
<p>Type of assistance received</p> <p>Details of the type of financial assistance provided to the household.</p>	<p>Only valid codes are accepted (i.e. 1, 2, 3, 4 or 99).</p> <p>Must be completed for <u>all</u> household records.</p>
<p>Value of assistance received</p> <p>The dollar value of assistance provided to households. Only assistance provided between 01/07/2012 and 30/06/2013 should be included. Assistance before or after this date should be excluded.</p>	<p>Please report to 2 decimal places and leave blank if unknown.</p> <p>Must be completed for <u>all</u> household records.</p>
<p>Date assistance received</p> <p>The date on which assistance was provided to the household. For ongoing assistance, this should be the originating date of assistance provision.</p>	<p>Please record in the DD/MM/YYYY format.</p>

Using the AIHW PRA data validator

This section provides guidance on using the new PRA data validator. Jurisdictions are required to run the data validator on their data prior to submitting it to the AIHW. The data validator runs edit checks that highlight where data does not conform to the allowable formats and values. Jurisdictions should run the data validator, amend data as necessary and repeat this process as necessary to ensure that all edit flags have been addressed.

Jurisdictions are required to submit a single data validator output file that verifies that all records conform to the data manual and return no edit flags.

Using the data validator involves 6 steps:

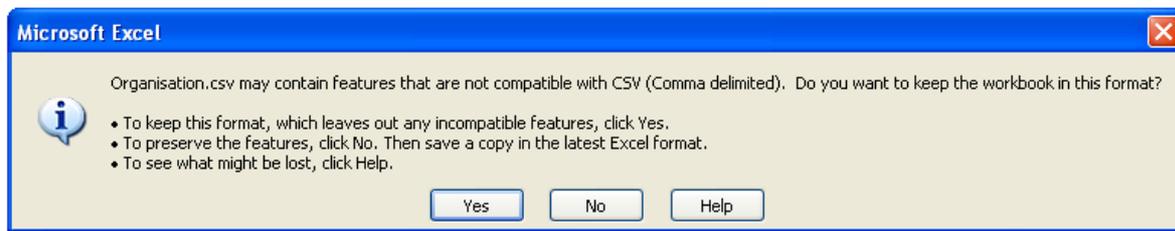
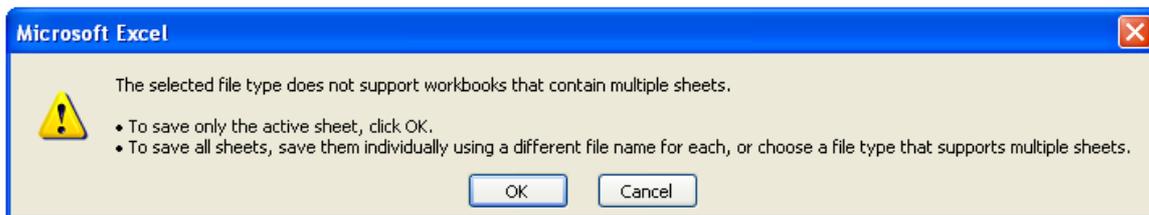
1. Compiling data in the csv file provided
2. Preparing the csv file for the data validator
3. Opening the data validator

4. Loading the csv file
5. Interpreting the data validator output file
6. Addressing data errors

1. Compiling data in the csv file

Input the data into the csv file provided. For definitions of each data item and allowable values and formats, please refer to section 4 Data provision.

When saving the csv file one or both of the following dialogue boxes may appear. Click 'OK' and/or 'Yes' to save.



2. Preparing the csv file for the data validator

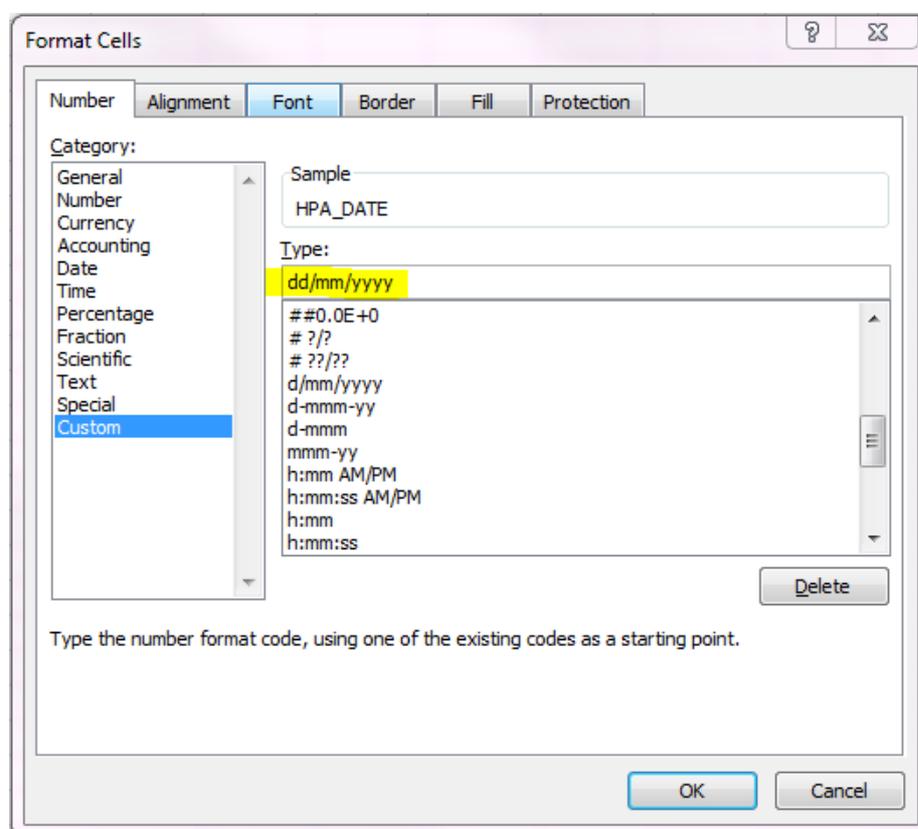
The data validator requires the csv file to be in a specific format. **Please ensure that you have performed the steps in the checklist below before using the data validator.**

Files not consistent with the checklist below may result in an error message *or false positives*. The most common error reported is the “subscript out of range (9)” error message. If you get this error, please try loading the same csv file again without making any amendments to the csv file. If the error message recurs, it indicates that the csv file is in a format that prevents the data validator from running, in which case you will need to work through the data validator preparatory formatting checklist again to ensure the data in your csv file is formatted correctly. Failure to address all points of the checklist will cause the data validator to continue to generate the error message “subscript out of range (9)”. The csv file must contain at least three records and be in the correct format for the data validator to run.

Data validator preparatory formatting checklist:

- Delete any blank rows.
- Remove all commas (,) from the data. This is most quickly done by using the 'Find and Replace' function in Excel. The short cut to the 'Find and Replace' function is Ctrl and f. Within the 'Replace' tab enter a comma (,) in the 'Find what' box and leave the 'Replace with' box empty and click 'Replace All'.

- Remove spaces from blank cells and any trailing spaces from populated cells. As a starting point to achieve this, highlight the columns that should not have any spaces in them and use the 'Find and Replace' function entering a space in the 'Find what' box and leave the 'Replace with' box empty and click 'Replace All'.
- Remove any carriage returns that may exist. These are perhaps most likely to occur in address fields.
- Make sure to remove any dashes from variables which are not identifiers. For example, if a dash has been used in the currency fields, replace with a decimal place if appropriate.
- Ensure all variables take on the appropriate format by highlighting a column and selecting Format / Cells. By default, cells will have a 'General' format before data is entered into the csv file. Once data has been entered:
 - Ensure all number fields are not formatted to separate 1000's by a comma (,)
 - Ensure all date variables (e.g. PRA_DATE and DOB) take on the "dd/mm/yyyy" format. This can be done by creating and applying a custom format as shown below:



3. Opening the data validator

When you open the Excel file, the following security warning will appear:



Click on 'Enable Macros' to continue and the file should open successfully.

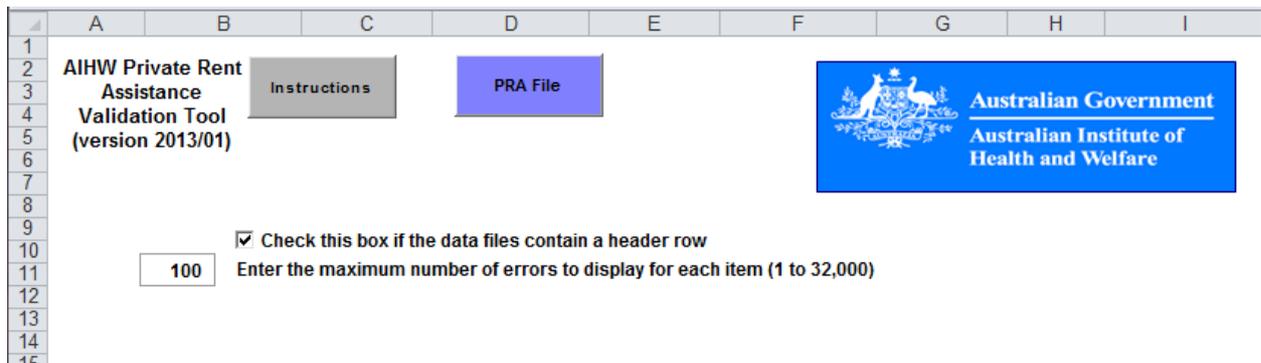
4. Loading the csv file into the data validator

First:

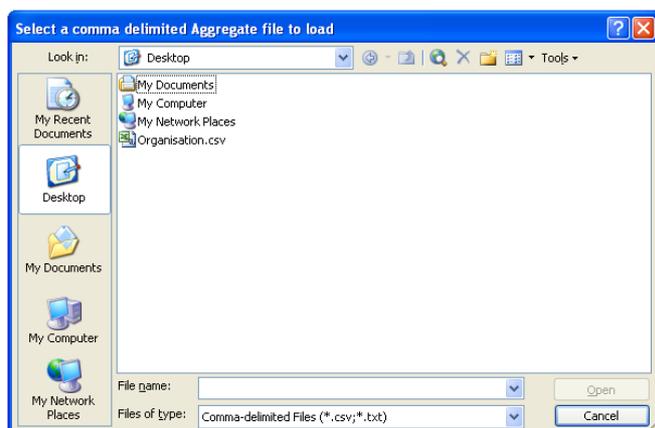
- Ensure that 'Check this box if the data file contains a header row' is ticked.
- Enter the maximum number of errors to display for each item (AIHW recommends 100).

Then:

- Click on the purple 'PRA File' button



You will be asked to select a comma delimited file to load (i.e. a csv file) and click 'Open'.



The next dialogue box asks you to enter an output filename and to select a location for the file to be saved. The html data validator output file will be saved in the location you nominate. It should also open automatically when the data validator has finished running. If this does not occur, the file can be opened manually.

5. Interpreting the data validator output file

Data validator output file layout

The date and time of data validation is given at the top of the file, along with how many records the data validator loaded from the csv file. Any failed edit checks will follow.

The different edits are separated by the 'Pre-Dispatch Edits' headings. Each 'Pre-Dispatch Edit' has:

- an error code and title (e.g. H04 – Missing household identifier)
- the reason the listed records failed the edit check (e.g. ID is missing)
- a message indicating your required action (e.g. this field must be populated)
- a table that contains the details of the records that have failed the edit check
- the total number of records failing the edit check displayed beneath the table. If the number of failed records exceeds the number entered for 'the maximum number of errors displayed for each item' (nominated when loading the csv file, the default is 100), the following message will be displayed "Problem count exceeds 100; No more records will be shown..."

Edits will not appear in the output if no records failed the edit check.

PRE-DISPATCH EDITS

H04 - Missing household identifier:
ID is missing.

This field must be populated.

Line Number	ID	APPLICANTID	SEX	DOB	INDIG	INC_GH	INC_TYPE	SUBURB	STATE	POSTCODE	WRENT	PRA_TYPE	PRA_DATE	PRA_AMOUNT
1		10056083	1	06/01/1972	2	819.27	1	MORPHETT VALE		5162	270	1	29/06/2013	1620.00

Total: 1

PRE-DISPATCH EDITS

H07 - Missing Indigenous status of household:
Indigenous status of household is missing.

This field must be populated.

Line Number	ID	APPLICANTID	SEX	DOB	INDIG	INC_GH	INC_TYPE	SUBURB	STATE	POSTCODE	WRENT	PRA_TYPE	PRA_DATE	PRA_AMOUNT
5	-735291	10586826	2	13/03/1987		347.84	3.1.2	PROSPECT		5082	164	2	29/06/2013	328.00

Total: 1

Identifying which records failed an edit check

Each row of the Pre-Dispatch Edit table represents a record which has failed the edit check. The first column, 'Line Number', advises which record in the csv file has failed the edit check. The Line Number plus 1 equates to the excel row number in the csv file. For example, if the Line Number is 3 you will find the corresponding record in row 4 of the csv file that you uploaded.

The data item that has failed the edit check is coloured red. For relational edits checks, those that involve more than one data item, all the data items relevant to the edit check will be coloured red.

The Pre-Dispatch Edit table for duplicate records has a different format. As illustrated below, it shows the data items common to both records (ID and PRA_TYPE) coloured red, followed by 'Line No. 1' and 'Line No. 2' (the line the on which the record first occurs and the line on which a record with the same ID and PRA_TYPE occurs for the second time) coloured green.

H14 - Duplicate records:

Records have the same ID and PRA_TYPE.

Review records and delete or amend records as necessary to remove any true duplicates.

ID	PRA_TYPE	Line No. 1	Line No. 2
5290	2	8	9

Total: 2

In the example above, the first row of the Pre-Dispatch Edit table shows that two records share a common household identifier of 5290 and common type of assistance of 2, a one-off rental grant. The table also indicates that the records in the csv file that correspond to the record's first instance and repetition are in row 9 and row 10 of the csv file.

6. Addressing data errors

Using the information provided in the data validator output, locate the records that have failed an edit check in the csv file (Remember: Line number + 1 = row number) and make any necessary changes to the csv file. Guidance on appropriate amendments to the data is provided in the data validator output file. After the necessary changes have been made to the csv file, run the data validator again and resolve any other errors identified by the data validator. Continue this process of re-running the data validator and resolving edit returns until all data errors have been addressed.

Your quantitative data submission should include your csv file and the most recent data validator html output file that verifies that there are no records flagged by the data validator edit checks.

The AIHW will consult with jurisdictions about any additional data quality issues identified through internal AIHW processing. Internal processing involves more extensive quality assurance checks and may identify data issues not found by the preliminary checks conducted by the data validator. Where jurisdiction submit revised data in light of data issues identified by AIHW data processing, jurisdictions should run the data validator on their revised data and amend records as necessary prior to submission of data to the AIHW.

Please send your PRA data submission to AIHW via the AIHW secure messaging (ASM) service. Refer to Section 7 of the data manual or the ASM Quick Guide for information on using the ASM.

The data validator runs the following edit checks.

Table 5.2: Data validator edit checks

Edit check	Error description
H01	Invalid sex of main applicant (i.e. not 1, 2, 3 or 9)
H02	Invalid Indigenous status of household (ie not 1, 2 or 9)
H03	Invalid principal income source of household (i.e. not 1, 2, 3.1.1, 3.1.2, 3.1.3, 3.2.1, 3.2.2, 3.2.3, 3.3, 4 or 9)
H04	Missing household ID
H07	Missing Indigenous status of household
H14	Duplicate records
H15	Invalid format for DOB
H16	Invalid format for gross weekly income of household
H17	Invalid format for amount of rent charged (weekly)
P01	Invalid postcode
A01	Invalid type of assistance received (i.e. not 1, 2, 3, 4 or 99)
A02	Missing type of assistance received
A03	Missing date assistance received
A04	Missing amount of assistance received
A05	The date assistance received is after 30 June 2013
A08	Invalid format for the amount of assistance received
A09	Invalid format for the date assistance received

Note that in the edit codes above

“H” denotes a household data item edit check

“P” denotes a property data item edit check

“A” denotes an assistance data item edit check.

6 AIHW importing and edits process

The following table outlines the edits which will be undertaken by the AIHW. The results from the edits applied will be provided to each jurisdiction in a Processing Workbook. The workbook will include a summary of the edit results and samples of the records that failed each edit. The AIHW will liaise with jurisdictions to improve data quality by seeking to resolve edit flags raised during AIHW internal processing. Where the process involves jurisdictions submitting revised csv files, these files should be run through the data validator using the process outlined in section 5.

Edit ID	Description
H01	Invalid sex of main applicant (i.e. not 1, 2, 3 or 9)
H02	Invalid Indigenous status of household (i.e. not 1, 2 or 9)
H03	Invalid principal income source of household (i.e. not 1, 2, 3.1.1, 3.1.2, 3.1.3, 3.2.1, 3.2.2, 3.2.3, 3.3, 4 or 9)
H04	Missing household ID
H05	Missing sex of main applicant
H06	Missing date of birth of main applicant
H07	Missing Indigenous status of household
H08	Missing gross weekly income of household
H09	Missing principal source of income of household
H10	The age of the main applicant is greater than 100 years
H11	The age of the main applicant is less than 16 years
H12	The gross weekly income of the household is high (i.e. > \$1,500)
H13	The gross weekly income of the household is low (i.e. < \$150)
H14	Duplicate record
P01	Invalid postcode
P02	Missing suburb/town/locality name
P03	Missing postcode
A01	Invalid type of assistance received (i.e. not 1, 2, 3, 4 or 99)
A02	Missing type of assistance received
A03	Missing date assistance received
A04	Missing amount of assistance received
A05	The date assistance received is after 30 June 2013
A06	The date assistance received is before 1 July 2012 and type of assistance is not reported as ongoing.
A07	The amount of assistance received is greater than 4 weeks rent

7 How to supply data to the AIHW

Sending files securely with the AIHW Secure Messaging (ASM) service

For the 2012–13 PRA data collection, the AIHW Secure Messaging (ASM) service will be used to send and receive IN-CONFIDENCE emails.

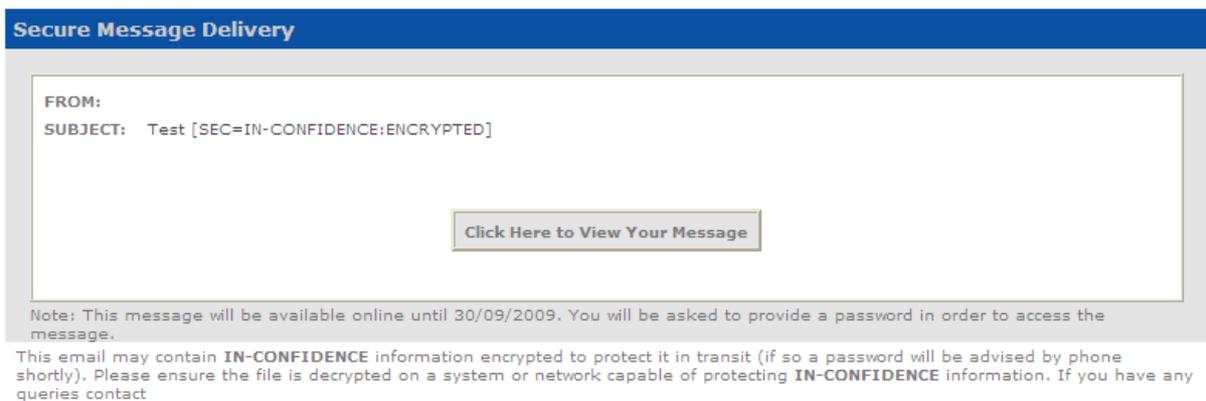
What is the AIHW ASM

ASM is a service and procedure for sending and receiving emails and attached data and other files on the Internet more securely and reliably. It should be used for all data submissions and whenever IN-CONFIDENCE materials need to be sent to the Institute.

Registering to use ASM as an external user

To register as an external user, you will need an AIHW user to send you a message through ASM.

Once this is done, an email (shown below) will appear in your current email inbox:



You will then need to:

1. Click "**Click Here to View Your Message**"
2. Fill in the blanks on the next web page that appears then click "**Continue**".

Secure Mailbox

COMPLETE ACCOUNT INFORMATION

To ensure security, the sender of this message requires all recipients to have a validated Messenger account. Please complete this one-time account setup to receive your message.

First Name:

Last Name:

* New Password:

* Re-Enter New Password:

Password Hint Phrase:

Password requires a minimum of 8 character(s) with at least 1 digit(s) and at least 1 alphabetical character(s).

1. On successfully filling out the form, you will be logged on to ASM and your message will be displayed.
2. You can continue to use this logon until the account expires.

Logging on

1. Enter the following URL <https://envoy.aihw.gov.au> in your Internet browser. Enter your email address and password and click the “**Sign In**” button when the ASM welcome\logon screen appears. (You must enter the full email address and the password used originally when registering.) Your ASM mailbox will then open and be ready for use.



Secure Mailbox

SIGN IN

Enter your email address and password to sign in.
If you need help remembering your password, click [here](#) to get a hint.

Email Address:

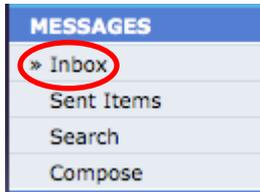
Password:

Note: As a security precaution you will be required to re-logon after 5 minutes of inactivity. Waiting for a file to attach, is counted as activity.

Viewing Messages

You do not need to check your ASM mailbox regularly. When a message arrives in this mailbox you will be notified by an email in your normal email inbox Logon on to your ASM mailbox.

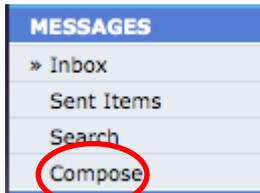
To see your messages click “**Inbox**” in the navigation pane on the left.



Sending Messages

As an external user, you will only be able to send emails to “**aihw.gov.au**” email addresses.

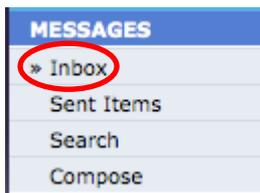
1. Logon on to your ASM mailbox.
2. To create a message, click “Compose” in the navigation pane on the left.



3. Enter the Recipient’s email address, Subject and Message body in the spaces provided.
4. Add any Attachments.
 - a. Click Browse in the Attachments section.
 - b. Navigate to the file to be attached, select -> “OK”
 - c. Click “Upload”
5. Repeat until all files have been attached.
6. Click “Send”.
7. A confirmation message will be displayed when the message has been sent.
8. Once the recipient collects the message an email notification will be sent to your ASM mailbox and your Outlook inbox.

Replying to Messages

1. Logon on to your ASM mailbox.
2. Click “Inbox” in the navigation pane on the left.



3. Click the message you are replying to.
4. Once the message has opened, click “Reply” from the toolbar in the message header.

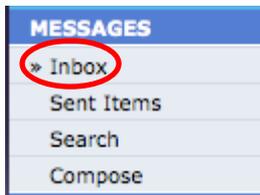


5. Recipients will be re-entered and the message body will be attached within the email.
6. Compose your reply and upload any attachments, as explained in the “Sending Messages from Your ASM Web Site Mailbox” section.
7. Click “Send”.
8. Once the recipient collects the message an email notification will be sent to your ASM inbox and your Outlook inbox.

Deleting Messages

1. Logon on to your ASM mailbox.

2. Click “Inbox” in the navigation pane on the left.



3. Click the message you wish to delete.
4. Once the message has opened, click “Delete” from the toolbar in the message header.

Important information about ASM

Session Expired Message

If you are logged into the ASM web site, but do not use it for 5 minutes you are automatically logged off and returned to the logon screen. This is a security precaution. If you still need to use the system you need to logon again.

A screenshot of the "Secure Mailbox" sign-in screen. It has a blue header with "Secure Mailbox" and "SIGN IN" below it. The main area contains the text "Enter your email address and password to sign in. If you need help remembering your password, click [here](#) to get a hint." Below this are two input fields: "Email Address:" and "Password:". A "Sign In" button is located to the right of the password field.

Message No Longer Available

If a message hasn't been opened before it has expired then the following advisory message is sent to the recipient. When a message expires it is removed from the system. If the message is still required, it will need to be resent.

A screenshot of the "Secure Mailbox" system error message. It has a blue header with "Secure Mailbox". Below the header is a grey box with a red "System Error" title. The message content is: "Problem: The message you have requested is no longer available" and "Description: The message might have expired or been deleted."

Further information on using the ASM can be found in the ASM Quick Guide.

The AIHW would like to thank you for your time and diligence in preparing a data submission that accords with this data manual. We sincerely appreciate your efforts in providing the public and the Commonwealth with accurate and relevant information on home purchase assistance. This information informs policy makers and facilitates identification of best practice.