

# Child protection (CP) client file cluster

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# Child protection (CP) client file cluster

## Identifying and definitional attributes

|                             |  |
|-----------------------------|--|
| <b>Metadata item type:</b>  | Data Set Specification   |
| <b>METEOR identifier:</b>   | 688429   |
| <b>Registration status:</b> | <a href="#">Children and Families</a> , Superseded 20/01/2021  |
| <b>DSS type:</b>            | Data Element Cluster   |
| <b>Scope:</b>               | The Child protection (CP) client file cluster is used to collect demographic information on children and young people involved in any component of the child protection system (i.e. notifications, investigations, substantiations, orders and/or out-of-home care placements) during the reference period. |

## Collection and usage attributes

|                                   |  |
|-----------------------------------|--|
| <b>Guide for use:</b>             | For this file a person is a child or young person aged less than 18 years. This includes unborn children in jurisdictions where they are covered under the child protection legislation. |
| <b>Collection methods:</b>        | Client attributes which may be reported differently over time, such as Indigenous status and disability status, should be reported as at the end of the reference period.                |
| <b>Implementation start date:</b> | 01/07/2015   |
| <b>Implementation end date:</b>   | 30/06/2017   |
| <b>Comments:</b>                  | Data are extracted as at 31 August. The 2016-17 reporting period is the main collection period. Data for 2015-16 are also collected to allow specific calculations to be undertaken.     |

## Source and reference attributes

|                                 |   |
|---------------------------------|---|
| <b>Submitting organisation:</b> | Australian Institute of Health and Welfare  |
| <b>Steward:</b>                 | <a href="#">Australian Institute of Health and Welfare</a>  |
| <b>Origin:</b>                  | Australian Institute of Health and Welfare (AIHW) 2017. Child protection national minimum data set, data collection manual 2016-17. Canberra: AIHW. |

## Relational attributes

|   |  |
|---|--|
| <b>Related metadata references:</b>               | Supersedes <a href="#">Child protection (CP) client file cluster</a><br><a href="#">Children and Families</a> , Superseded 20/04/2018<br><br>Has been superseded by <a href="#">Child protection (CP) client file cluster</a><br><a href="#">Children and Families</a> , Superseded 03/11/2021   |
| <b>Implementation in Data Set Specifications:</b> | <a href="#">Child protection NMDS 2016-17</a><br><a href="#">Children and Families</a> , Superseded 21/01/2021<br><b>Implementation start date:</b> 01/07/2015<br><b>Implementation end date:</b> 30/06/2017<br><br><a href="#">Child protection NMDS 2017-18</a><br><a href="#">Children and Families</a> , Superseded 20/01/2021<br><b>Implementation start date:</b> 01/07/2016<br><b>Implementation end date:</b> 30/06/2018 |

## Metadata items in this Data Set Specification

| Seq | Metadata item | Obligation | Max occurs |
|-----|---------------|------------|------------|
|-----|---------------|------------|------------|

| Seq No. | Metadata item  | Obligation | Max occurs |
|---------|--|------------|------------|
| 1       | <a href="#">Person—person identifier, child protection NX[X(11)]</a>   | Mandatory  | 1          |
|         | <b>DSS specific information:</b>   |            |            |
|         | The person identifier (ID) is the identifier for the child (the child protection client). Each ID is used by only one client and each client has only one ID.  |            |            |
|         | The person ID in the Child protection client file must appear in at least one of the Notifications, investigations and substantiations (NIS), Care and protection order (CPO) and/or Living arrangements for children under care (LA) files. All person IDs in the NIS, CPO, LA, National out-of-home care standards, and Sibling files must appear once in the client file. |            |            |
| 2       | <a href="#">Person—letters of family name, text XXX</a>  | Mandatory  | 1          |
|         | <b>DSS specific information:</b>   |            |            |
|         | 'Letters of name' is collected as one item in cell number 2 in the Client file of the CP National minimum data set (NMDS).   |            |            |
|         | The 2nd, 3rd and 5th letters of the client's family name are combined with the 2nd and 3rd letters of the client's given name to obtain the 5 digit letters of the client's name.  |            |            |
|         | For children who were unborn at the time of the notification and who were subsequently born by 31 August, letters of name should reflect the name given to the child following birth.  |            |            |
| 3       | <a href="#">Person—letters of given name, text XX</a>  | Mandatory  | 1          |
|         | <b>DSS specific information:</b>   |            |            |
|         | 'Letters of name' is collected as one item in cell number 2 in the Client file of the CP NMDS.   |            |            |
|         | The 2nd and 3rd letters of the client's given name are combined with the 2nd, 3rd and 5th letters of the client's family name to obtain the 5 digit letters of the client's name.  |            |            |
|         | For children who were unborn at the time of the notification and who were subsequently born by 31 August, letters of name should reflect the name given to the child following birth.  |            |            |
| 4       | <a href="#">Person—date of birth, DDMMYYYY</a>   | Mandatory  | 1          |
|         | <b>DSS specific information:</b>   |            |            |
|         | For children who were unborn at the time of the notification, estimated age can be calculated (e.g. – 1 month if due to be born in one month) from which an estimated date of birth (DOB) can be determined.   |            |            |
|         | For children who were unborn at the time of the notification and who were subsequently born by 31 August, date of birth should be updated where possible.  |            |            |
|         | When an estimate is required, all known fields should be entered (e.g. if only year is known use 01/01/YYYY, if year and month are known use 01/MM/YYYY).  |            |            |
|         | If the date is not known and cannot be estimated, record as 01/01/1900.  |            |            |
|         | If it is not applicable to record a date (i.e. the child has not not been born by 31 August), record as 01/01/9999.  |            |            |

| Seq No. | Metadata item   | Obligation | Max occurs |
|---------|---|------------|------------|
| 5       | <a href="#">Person—sex, code N</a>  | Mandatory  | 1          |
|         | <b>DSS specific information:</b>  |            |            |
|         | For unborn children whose sex is unknown, 97 'Not applicable' should be recorded.   |            |            |
|         | Code 9 'Not stated/inadequately described' in the data element is equivalent to code 99 in the Child protection NMDS collection manual.   |            |            |
| 6       | <a href="#">Person—Indigenous status, code N</a>  | Mandatory  | 1          |
|         | <b>DSS specific information:</b>  |            |            |
|         | Record 5 'Indigenous - not further specified' where no differentiation between Aboriginal and Torres Strait Islander is made. This code is used in the CP NMDS and is not mappable to the Indigenous status standard. |            |            |
|         | Code 9 'Not stated/inadequately described' in the data element is equivalent to code 99 in the Child protection NMDS collection manual.   |            |            |
| 7       | <a href="#">Person—main language other than English spoken at home, code (ASCL 2011) NN{NN}</a>   | Mandatory  | 1          |
| 8       | <a href="#">Person—disability status, yes/no/not stated/inadequately described code N</a>   | Mandatory  | 1          |
|         | <b>DSS specific information:</b>  |            |            |
|         | For unborn children, 97 'Not applicable' should be recorded.  |            |            |
|         | Code 9 'Not stated/inadequately described' in the data element is equivalent to code 99 in the Child protection NMDS collection manual.   |            |            |
| 9       | <a href="#">Child—new client indicator, yes/no/not stated/inadequately described code N</a>   | Mandatory  | 1          |
|         | <b>DSS specific information:</b>  |            |            |
|         | Code 9 'Not stated/inadequately described' in the data element is equivalent to code 99 in the Child protection NMDS collection manual.   |            |            |