

# 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>	706958
<b>Registration status:</b>	<a href="#">Children and Families</a> , Superseded 03/11/2021
<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.

## 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) 2018. Child protection national minimum data set, data collection manual 2017-18. Canberra: AIHW.

## Relational attributes

<b>Related metadata references:</b>	Supersedes <a href="#">Child protection (CP) client file cluster</a> <a href="#">Children and Families</a> , Superseded 20/01/2021  Has been superseded by <a href="#">Child protection (CP) client file cluster</a> <a href="#">Children and Families</a> , Standard 03/11/2021
<b>Implementation in Data Set Specifications:</b>	<a href="#">Child protection NMDS 2018-19</a> <a href="#">Children and Families</a> , Superseded 26/05/2021 <b>Implementation start date:</b> 01/07/2017 <b>Implementation end date:</b> 30/06/2019  <a href="#">Child protection NMDS 2019-20</a> <a href="#">Children and Families</a> , Superseded 03/11/2021 <b>Implementation start date:</b> 01/07/2018 <b>Implementation end date:</b> 30/06/2020

## Metadata items in this Data Set Specification

Seq	Metadata item	Obligation	Max occurs
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Seq No.	Metadata item	Obligation	Max occurs
1	<p data-bbox="231 168 813 190"><a href="#">Person—person identifier, child protection NX[X(11)]</a></p> <p data-bbox="263 235 566 257"><b>DSS specific information:</b></p> <p data-bbox="263 291 1141 347">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.</p> <p data-bbox="263 380 1157 526">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.</p>	Mandatory	1
2	<p data-bbox="231 604 678 627"><a href="#">Person—letters of family name, text XXX</a></p> <p data-bbox="263 672 566 694"><b>DSS specific information:</b></p> <p data-bbox="263 728 1141 784">'Letters of name' is collected as one item in cell number 2 in the Client file of the CP National minimum data set (NMDS).</p> <p data-bbox="263 817 1157 896">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.</p> <p data-bbox="263 929 1149 1008">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.</p>	Mandatory	1
3	<p data-bbox="231 1075 662 1097"><a href="#">Person—letters of given name, text XX</a></p> <p data-bbox="263 1142 566 1164"><b>DSS specific information:</b></p> <p data-bbox="263 1198 1141 1254">'Letters of name' is collected as one item in cell number 2 in the Client file of the CP NMDS.</p> <p data-bbox="263 1288 1117 1366">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.</p> <p data-bbox="263 1400 1149 1478">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.</p>	Mandatory	1

Seq No.	Metadata item	Obligation	Max occurs
4	<a href="#">Person—date of birth, DDMMYYYY</a>	Mandatory	1
	<b>DSS specific information:</b>		
	This collection requires a non-standard format for this data item: DD/MM/YYYY.		
	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 been born by 31 August), record as 01/01/9999.		
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 2016) N[NNN]</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.		