

## infoShare Family Preservation template – Data Dictionary

### Outlets

Data item	Definition	Values / Examples
Name	The (Branded or Operating) name of the physical location from where a service is primarily being delivered. An outlet identifies the location where a service took place, or where staff travelled from to deliver a service.	
State	The state the service provider outlet is located in.	
Postcode	The postcode the service provider outlet is located in.	
Suburb	The suburb the service provider outlet is located in.	The name of the suburb (e.g. <i>Liverpool</i> ).
Address	The address of the service provider outlet.	The street address (e.g. <i>35 Scott St</i> )

### Families

Data item	Definition	Values / Examples
FamilyID	A unique identifier representing a group of people considered to be a family in terms of program delivery. Organisation's Family Id must be unique for all the families registered with the Organisation. A client's name, (or other identifiable information) should not be used as a Family Id, but something in plain English should be used to link families to clients (e.g. Contracted Surname/suburb).	Alphanumeric string (replaceable auto-generated default <i>FAMID-XXXXXXXX</i> )

## Clients

Data item	Definition	Values / Examples
ClientID	A unique identifier for a client record. Organisation's Client Id must be unique for all the families registered with the Organisation. A client's name, part of a client's name, or other identifiable information must not be used as a Client Id under any circumstances. An organization can replace ClientID with an ID used in their internal system (provided it does not contain identifiable information).	Alphanumeric string (replaceable auto-generated default CLNID-NNNNNNNN)
ChildStoryID	A person's identification number extracted from a DCJ referral.	e.g. C- NNNNNNNN if DCJ referral, blank otherwise
	Providers can use an own-generated ID for unborn children. Must be updated when a ChildStoryID is available. Follow the proposed format to assist future filtering of the unborn child ID.	e.g. U-NNNNNNNN
First Name	(Given name) The first name of a person within the family group, or by which the person is socially identified.	
Family Name	(Surname) The text that represents a name by which a person's family group may be identified. The part of a name a person usually shares with some other members of their family, as distinguished from their given names.	
Household Composition	The household composition for an individual. A household is defined as one or more persons, at least one of whom is at least 15 years of age, usually resident in the same private dwelling.	
Family1	The FamilyID that corresponds to a person's identified primary family.	Populated by a FamilyID from the <a href="#">Families tab</a> in this template. (e.g. FAMID-XXXXXXXX)
Family2	(Optional) A FamilyID that corresponds to another identified family unit this client is a member of.	Populated by a FamilyID from the <a href="#">Families tab</a> in this template. (e.g. FAMID-XXXXXXXX)

Gender	A label representing a personal representation of an individual's identity which may represent their masculine or feminine characteristics. An individual's gender is not always exclusively male or female, and doesn't always correspond to their sex assigned at birth.	
Date of Birth	The date of birth of the person, expressed as a date stamp.	DD/MM/YYYY
Is Homeless	The Homeless status identified by a person.	
State	State from residential address of a client or location if homeless.	
Postcode	Postcode from residential address of a client or location if homeless.	

Suburb	Suburb from residential address of a client or location if homeless.	The name of the suburb (e.g. <i>Liverpool</i> ).
Address	Street address from residential address of a client. If client is identified as Homeless, this can be left blank.	The street address (e.g. <i>35 Scott St</i> )
Country Of Birth	The country in which the person was born, as represented by a label.	
Language Spoken At Home	The primary language spoken at home by the person/their family, as represented by a label.	
Proficiency In Spoken English	A label indicating a person's ability to speak/understand English. Rather than a definitive measure of their ability and should be interpreted with care.	
Aboriginal Or Torres Strait Islander Origin	A label that represents the Aboriginal and/or Torres Strait Islander origin identified by a person.	
Caregiver Status	A label that indicates whether a person is a Caregiver (receiving the service to support the them in caring for a person under 18, including where the caregiver is also under 18) OR a Child or Young Person (they are receiving a service because they are under 18 AND are identified as currently or potentially at risk of harm).	
Has Disabilities	An indicator of whether a person has a disability, as represented by a label.	Yes / No / Not Stated
INTELLECTUAL / LEARNING	A label that indicates whether a person's disability is intellectual / learning in nature.	These fields reflect the national standard disability <a href="#">type</a> , and contain the same permissible values (YES/NO). <b>IF</b> the response to "Has Disabilities" was <b>Yes</b> , then at least one of these should be <b>YES</b> as well.
SENSORY / SPEECH	A label that indicates whether a person's disability is sensory / speech related in nature.	
PHYSICAL / DIVERSE	A label that indicates whether a person's disability is physical / diverse in nature.	
PSYCHIATRIC	A label that indicates whether a person's disability is psychiatric in nature.	

## Referrals

Data item	Definition	Values / Examples
ReferralID	A sequence of characters which uniquely identifies a referral for an individual. Used to refer to all persons (children and caregivers) included in an initial referral (or added in the course of program delivery).	The auto-generated ID should be replaced with a DCJ ReferralID in any DCJ referral received. (e.g. AAA-NNNNNNNN)
Outlet	The physical location from where a service is primarily being delivered. An outlet identifies the location where a service took place, or where staff travelled from to deliver a service.	Populated by an OutletID from the <a href="#">Outlet tab</a> in this template.
FamilyID	The FamilyID that corresponds to a person's identified family.	Populated by a FamilyID from the <a href="#">Families tab</a> in this template. (e.g. FAMID-XXXXXXXX)
Referral Pathway	The source of the referral of a child/young person to the Family Preservation program.	
Consent of referral from family	Whether the family has <i>agreed</i> to be referred to the NGO (the URF field will refer to the family providing <i>consent</i> to the referral being made – insert the yes/no answer into the 'consent of referral from family' field in the Referrals tab).	
Date of referral to provider	Date on which the provider receives the referral.	DD/MM/YYYY
Outcome of referral to provider	The result of the referral once assessed by the service provider.	
Outcome of referral Declined - Other	The result of the referral once assessed by the service provider.	Free text to specify the referral outcome if <b>Declined - Other</b> was selected under "Outcome of referral to provider".

## Services

Data item	Definition	Values / Examples
ServiceID	A system-generated identifier for a unique service record.	
Outlet	The physical location from where a service is primarily being delivered. An outlet identifies the location where a service took place, or where staff travelled from to deliver a service.	Populated by an OutletID from the <a href="#">Outlet tab</a> in this template.
Client	A displayable client label auto-generated by the system as a concatenation of the client's FirstName LastName (ClientID)	Populated using information from the <a href="#">Clients tab</a> in this template.
Activity	The program or service type in which this placement is delivered.	
Date of Consent to participate in service	Date at which client provides consent (either verbally or in writing) to begin/continue service delivery	DD/MM/YYYY
Date Client started receiving services	Date that the first session of service was delivered to a client.	DD/MM/YYYY
Step Down Start Date	Date at which client stepped down from receiving intensive service delivery or Intensive Family Based Services.	Optional, for IFP and IFBS only DD/MM/YYYY
Date Client Exited Service	Date at which client receives the last service instance.	DD/MM/YYYY
Exit Reason	<p>The reason a client exited a program.</p> <p><b>Program completed –case plan goal achieved</b> This is defined as the program or therapy are completed with all case plan goals achieved.</p> <p><b>Program completed – at least one case plan goal achieved</b> This is defined as the program or therapy are completed with at least one case plan goal achieved, but not all.</p>	Mandatory if there is an Exit Date.

	<p><b>Program completed – case plan goal not achieved or unknown</b>  This is defined as the program or therapy are completed but no case plan goal was achieved, or it is not known whether any case plan goal was achieved</p> <p><b>Withdrawn – Families moved out of the area</b>  This is defined as the family moved out of the area and withdrew from the program before completing the program. This includes family/client relocated, accepted by another jurisdiction</p> <p><b>Withdrawn - Families declined to participate</b>  This is defined as the family declined to participate in the program. This includes families/clients who declined to participate in the program even though they gave consent for referral and consent to participate in service.</p> <p><b>Withdrawn – Family stops working with service during service delivery</b>  This is defined as the family stops working with service during service delivery. This includes family/client refuses to participate, could not be located or not engaging.</p> <p><b>Withdrawn – Escalated risk-unsuited to program</b>  This is defined as the family/client was withdrawn/removed from the program due to the level of risk to children being unsuitable to the program.</p> <p><b>Withdrawn – high risk for staff</b>  This is defined as the family/client was withdrawn/removed from the program due to the level of uncertainty regarding safety of staff.</p> <p><b>Withdrawn – Withdrawn by program (NGO)</b>  This includes family/client withdrawn from the program by NGO due to no capacity or transferred to another service or service provider</p> <p><b>Withdrawn – Family no longer eligible or unsuitable</b>  This includes family/client withdrawn from the program due to initial intervention indicating family does not meet referral criteria, or service deemed unsuitable for the family. This also includes where all children in household entered into statutory care or youth were placed in a restrictive setting (detention centre,</p>	
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	residential placement), or foster care due to an event or offence that occurred prior to the beginning treatment.  <b>Withdrawn – other</b> This includes other exit reason not mentioned in the above list.	
Exit Reason -Other	The reason a client exited a program.	Free text to specify the exit reason if <b>withdrawn - other</b> was selected under “Exit Reason”



## Sessions

<b>Data item</b>	<b>Definition</b>	<b>Values / Examples</b>
SessionID	A system-generated identifier for a unique session record.	
ReferralID	A sequence of characters which uniquely identifies a referral for an individual. Used to refer to all persons (children and caregivers) included in an initial referral (or added in the course of program delivery).	Populated by a ReferralID from the <a href="#">Referrals tab</a> in this template.
Client	A displayable client label auto-generated by the system as a concatenation of the client's FirstName LastName (ClientID)	Populated using information from the <a href="#">Clients tab</a> in this template.
Session Date	Date that the first session of service was delivered to a client.	DD/MM/YYYY
Service Type	Type of service being delivered to the client.	
Service Duration	The duration of the session in closest hour during session/quarter.	A digit from 1 to 2880 (e.g. 03)