

SLK-581 Summary Sheet 2012–13

This guide provides a quick reference to the collection of the **Statistical linkage key 581 (SLK-581)**, which will be implemented for the first time in the 2012–13 Alcohol and Other Drug Treatment Services National Minimum Data Set (AODTS NMDS) and will be included in all subsequent collections.

Where do I go for more information?

More detailed information on the SLK-581 can be found in section 3.2 of the *Alcohol and Other Drug Treatment Services National Minimum Data Set 2012–13: Specifications and collection manual* <www.aihw.gov.au/publication-detail/?id=10737422552>. More detail on the each of the elements can be found in section 4.5 of the manual.

What is the SLK-581?

The SLK-581 is a client identifier that is based on information that is likely to be:

1. unique to each client
2. relatively stable across a client's lifetime
3. reliably reported by clients across multiple treatment settings.

This means that records with the same SLK-581 combination are likely to belong to the same client, which means the SLK-581 can be used to estimate the number of clients who use AODT services and analyse clients' movements between agencies over time.

Structure

The structure of the complete SLK-581 element is:

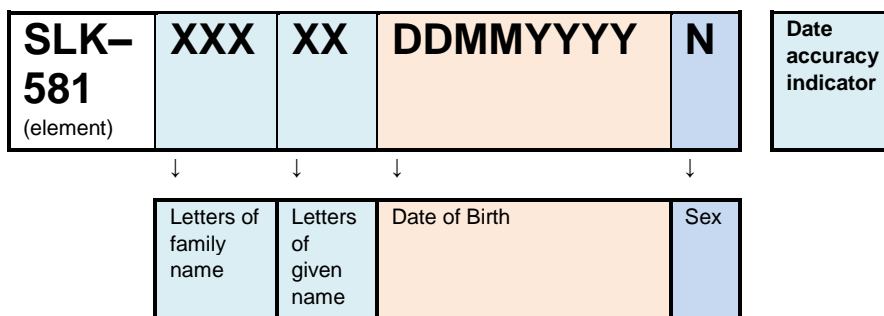
XXXXDDMMYYYYN.

The SLK-581 is made up of four elements:

- Letters of family name
- Letters of given name
- Date of birth
- Sex

Additionally, the SLK-581 is to be submitted with a companion element; *Date accuracy indicator*.

The relationship between the elements relating to the SLK-581 is shown in the figure below. Further information on each element is listed below.



Submission and validation

All jurisdictions indicated their preference to submit the SLK-581 as a single, complete, element. To avoid additional changes to collection and validation systems, *Date of birth* and *Sex* will still be collected as independent elements in the episode file.

- *Date accuracy indicator* should be placed in column 27 of the episode file.
- Completed *SLK-581* should be placed in column 28 of the episode file.

As *Date of birth* and *Sex* are already subjected to extensive validation checks, checks on the *SLK-581* focus on the *Letters of family name* and *Letters of given name* components of the *SLK-581*.

Validation rules for *SLK-581* data:

- *SLK-581* and *Date accuracy indicator* must not be blank
- *SLK-581* is 14 characters long
- The first 5 characters of *SLK-581* are either letters of the alphabet or the numbers '2' and '9'
- '2' should always be preceded by a letter of the alphabet in *Letters of the family name* and *Letters of given name*
- When used, '9' should fill every character space in *Letters of the family name* or *Letters of given name*
- If *Date of birth* is unknown (default 01011900), then *Date accuracy indicator* is 'UUU'.
- *Date accuracy indicator* is a three letters combination of 'A', 'U' and 'E'
- Unknown *Letters of the family name* and *Letters of given name* should be coded with consecutive '9's and not repeated letters (ZZ) of string of letters (ABC).

[XXX]XXDDMMYYYYN - Letters of the family name

In the first three characters of the SLK-581, the agency should record the second, third and fifth letters of the client's family name.

Example: Dorina Chatswood = HAS

Short names: place a '2' in the place of the missing letters(s). Example: May Lee = EE2

Non alphabetic characters: ignore non alphabetic characters (hyphens, dashes etc.) when counting letters. Example: John O'Ran-Miller = RAM

Missing names: use code '999'

Agency Reminder
Agencies should ask for a person's 'given name' and 'family name' separately, as some people present family name first when asked their name. They should avoid the terms 'first name', 'last name' or 'surname'.

XXX[XX]DDMMYYYYN - Letters of given name

In the fourth and fifth characters of the SLK-581, the agency should record the second and third letters of the client's given name.

Example: Dorina Chatswood = OR

Short names: place a '2' in the place of the missing character(s). Example: J Simons = O2

Non alphabetic characters: ignore non-alphabetic characters when counting letters. Example: Li-Anne Davis = IA

Missing names: used code '99'

XXXXX[DDMMYYYY]N - Date of Birth

The sixth through to the thirteenth characters of the SLK-581 represent the person's date of birth.

- DD represents the day in the month a person was born
- MM represents the month in the year a person was born
- YYYY represents the year a person was born

A date accuracy indicator is to be reported in conjunction with all dates of birth.

Example :

Birth date = November fourth 1983

Date of Birth=04111983

Reminder
Dates of birth should not contain slashes, dots or any other non-numbers.

XXXXXDDMMYYYY[N]Sex

The fourteenth character in the SLK-581 represents the sex of a person.

In the AODTS-NMDS, acceptable values for sex are:

Code	Value
1	Male
2	Female
3	Intersex
9	Unknown

Code 9 is primarily for use in administrative collections when transferring data from data sets where the item has not been collected.

Example : sex = Female Sex=2

Date accuracy indicator

Date accuracy indicator is a three character code that indicates the extent to which the recorded *Date of birth* is accurate, estimated or unknown. The current specifications for *Date of birth* lay out steps for dealing with incomplete *Date of birth* records. The *Date accuracy indicator* has many possible combinations depending on whether the day, month or year of birth is estimated or unknown. These combinations can be found in section 4.5 of the Alcohol and Other Drug Treatment Services National Minimum Data Set 2012-13: Specifications and collection manual <www.aihw.gov.au/publication-detail/?id=10737422552>.

Common examples of *Date accuracy indicator* codes include:

AAA: If a date has been sourced from a reliable source and is known as accurate then the *Date accuracy indicator* should be AAA.

Example: Dorina was born on the fourth of October 1983 and *Date of birth* is recorded as 04101983. *Date accuracy indicator*= AAA.

UUE: If only the age of the person is estimated and there is no certainty of the accuracy of this, then the *Date accuracy indicator* should be UUE. That is, the day and month are "unknown" and the year is "estimated".

Example: Dorina's birth date is unknown but it is estimated that she is about 30. Her date of birth is recorded as 01011982. *Date accuracy indicator*= UUE.

UUU: No information is known about the person's date of birth or age.

Example: Dorina's birth date and age was unknown. Her date of birth is recorded as the default date- 0101900. *Date accuracy indicator*= UUU.

Level of accuracy	Date component (for a format DDMMYYYY)		
	(D)ay	(M)onth	(Y)ear
Accurate	A	A	A
Estimated	E	E	E
Unknown	U	U	U