



Problem Gambling Service

DATA MANAGEMENT MANUAL

Version 1.1
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1 Introduction

1.1 Purpose

The purpose of this manual is to specify the minimum standards for Problem Gambling Intervention Service Providers data and information. This manual specifies the minimum standards for Providers' capture, maintenance, privacy and security of data and information.

1.2 Contents of this Document

In this manual, Section 1 provides an introduction to the purpose of this manual and its context in the Problem Gambling Service.

Section 2 identifies the relevant Ministry of Health and legislative requirements for the collection and management of Problem Gambling Service data and information.

Section 3 defines the Problem Gambling Service's minimum standards for the collection and management of Problem Gambling Service data and information.

Section 4 describes the Service Delivery Rules and maps these to the Contract Purchase Units. This information explains what is required for service activity to be counted towards the contract targets.

Section 5 defines the Contract Data Requirements. These data requirements must be met in order for a session to be counted towards the contract targets.

Section 6 describes the Indicators that measure service delivery patterns and trends. These indicators are used by the Ministry of Health and Providers to better understand the trends and possible unusual service delivery situations.

Section 7 contains a Data Dictionary which defines all the monitoring data items that are received by the Ministry of Health each month. This information is used by Providers to understand what data is to be collected and by the Ministry of Health when designing and interpreting reports.

Section 8 contains a Glossary of Terms.

Section 9 provides a Version History for this document. This can be used by the reader to identify when a particular change was introduced.

1.3 Intended Audience

This document is intended for Problem Gambling Intervention Service Providers, contracted by the Ministry of Health.

1.4 Related Documents

The Problem Gambling Service has a set of manuals that define standards and processes for Problem Gambling Intervention Service Providers.

This Data Management Manual specifies the minimum standard for data and information and is to be used with the following related documents:

- Data Collection and Submission Manual, (Problem Gambling Service, Ministry of Health). <http://www2.moh.govt.nz/problemgambling>. This manual specifies the process and timeframes for Providers to collect and submit monitoring data.

- CLIC Database Manual, Paton-Simpson & Associates Limited, http://www.p-s.co.nz/CLIC_manual.php. This manual is for Providers that operate a local CLIC system. It describes how a Provider is to operate the CLIC system.
- Intervention Service Practice Requirements Handbook 1.1 <http://www2.moh.govt.nz/problemgambling>. This manual is to clarify aspects of Problem Gambling Intervention Service Delivery, and detail the screening and intervention practice requirements for service providers.

2 Collection of Health Information

2.1 *National Health Information Principles*

Providers are to conform to the guiding principles of data collection and management specified in the document 'NZHIS Guide to Data Requirements'.

These principles are:

- The need to protect patient confidentiality and privacy.
- The need to collect data once, as close to the source as possible, and use it as many times as required to meet different information requirements, in keeping with the purpose for which it was collected.
- The need for standard data definitions, classifications and coding systems.
- The requirement for national health data to include only that data which is used, valued and validated at the local level.
- The need for connectivity between health information systems to promote communication and integrity.
- The need to address Maori health inequalities.

2.2 *Compliance with Standards*

National Information Standards

All health and disability service providers, agencies and organisations, as defined in the Health Information Privacy Code 1994, accessing or providing national data are required to adhere to and comply with national information standards, definitions and guidelines. Maintaining the integrity and security of the databases and the transmission or exchange of data between health and disability service organisations is essential. This is a shared obligation of all health and disability service agencies.

Date Standards

In order to comply with BSI DISC PD2000-1 1998, which NZHIS has adopted as the required metric for Y2K compliance, all dates submitted in these files must conform to ISO 8601 (CCYYMMDD). Dates will normally be required to be provided to day level, and any exception to this will be noted where appropriate. All abbreviated dates must also comply with ISO 8601.

2.3 Authority for Collection of Health Information

The Ministry of Health's mandate to collect health information is set out in legislation, in particular, in Section 22 of the Health Act 1956, reported in 2001 and the Cancer Registry Act 1993. The collection, storage and use of health information is also governed by the Privacy Act 1993, the Health Information Privacy Code 1994, and the Accident Insurance Act 1998.

3 Minimum Standards for Data Management

The minimum standards in section 3 below are to be incorporated into:

- The design and functionality of the Providers business processes and information systems.
- Definition of Provider processes and procedures associated with the Problem Gambling Service and use of the Provider's information systems.

3.1 Core Requirement

The Provider is required to maintain efficient and effective information systems, processes and procedures for the management of Client information.

The Provider is also required to conform to the requirements and legislation specified in Section 2 and any subsequent revisions or additions.

3.2 Privacy and Informed Consent

All services will comply with the Health and Disability Services Act 2000; the Privacy Act 1993; and the Health Information Privacy Code 1994, and will ensure informed consent in relation to any treatment or clinical procedures is obtained and recorded appropriately.

3.3 Management of Clinical Records

Providers are to maintain a complete and auditable hardcopy clinical file for each of their Clients.

A Clinical File is to contain the Client Name, Address, all Minimum Dataset items as identified on the CLIC Forms and all clinical notes.

3.4 Data Collection and Data Quality Management

The Data Collection and Data Quality Management requirements are specified in the Data Collection and Submission Manual, (Problem Gambling Service, Ministry of Health).

Providers are to ensure that Problem Gambling Service data is:

- Captured in a complete, timely and accurate manner.
- Checks are implemented for errors that might occur during data transcription and data entry.
- Data is validated against business rules through application of edit criteria.
- Definitions and edit rules are understood and are followed.
- Data issues are identified, investigated and remedied.
- Periodically audited internally to ensure accuracy between hardcopy and information systems data.

Providers are to review the Data Quality Report provided by CLIC each month and take action to correct the data quality errors and warnings. Corrections should be submitted to CLIC along with the next data submission due on the 7th of the following month.

Security and Protection

Providers are required to ensure that they maintain security and protection mechanisms to ensure that their data and information (hardcopy and electronic) is protected from physical and software risks.

Mechanisms include, but are not limited to:

- Internet firewall protection
- Anti-virus and anti-Spyware software, which is automatically updated by subscription.
- Policies and processes for the secure management of all user access login identifiers and passwords.
- Encryption software for the transfer of any files containing sensitive data.
- Secure storage of clinical notes and files.
- Secure storage of any copies of sensitive data.

Providers are to ensure that only appropriately authorised and trained individuals have access to enter and update data.

3.5 System and Hardware

Providers are to ensure that their information system hardware and software is maintained at a standard that ensures the continued efficient and effective delivery of services and operation of their business.

Providers will ensure that they have business continuity processes in place that enable them to recommence delivery of services and operation of their business within three working days of any disruption.

3.6 Implementation of Changes to Monitoring Data and Reporting

From time to time, the Ministry of Health and Providers will need to implement changes to the monitoring data collection and reporting. It is most important that these changes are implemented simultaneously by all Providers.

When the Ministry of Health requests Providers to implement a monitoring data change on an agreed date, the Provider is to make suitable preparations and implement the change on that implementation date. The Provider is to implement the change with appropriate change management controls to ensure implementation risks are managed.

The Ministry of Health may require that Providers information systems be compliance tested before changes are implemented. This is to ensure that the required changes have been correctly applied to the Provider information systems.

If a Provider identifies that there is a risk that they will not be able to complete implementation on an agreed implementation date, they are to contact their Ministry of Health Contract Manager as soon as possible to discuss the situation and possible corrective actions.

3.7 Training

Providers are to ensure their staffs are trained in the relevant Problem Gambling service delivery and data management areas relevant for their role.

Providers can obtain staff training through the Ministry of Health's funded training suppliers.

3.8 Reporting

Providers are to produce internal reports to enable the successful delivery of services and operation of their business.

3.9 Data Use

Providers are not to release any Problem Gambling Service data, including their Client data, to external organisations without prior approval in writing from the Ministry of Health. This does not affect a Providers ability to release information to another health provider under the Health 1956 Act.

4 Service Delivery Rules and Contract Purchase Units

This section maps the Episodes and their Service Delivery Rules to the Contract Purchase Units. The Service Delivery Rules are monitored via the Data Quality Report and Indicators. These reports will identify non-standard practice and trends events for Providers and the Ministry of Health.

Table 1: Service Delivery Rules and Contract Purchase Units

Episodes and Sessions	Service Delivery Rules	Services Purchased
<p>Brief Episode</p> <ul style="list-style-type: none"> • A 'Brief session' will normally be conducted off-site. • A Brief episode is up to three simple psychosocial intervention sessions provided to an individual experiencing harm from gambling. • The Brief episode is to screen an individual for a gambling problem and if they are experiencing harm from gambling, to encourage help-seeking by providing education, brief motivational interviewing and discussion of next steps. • As a possible second or third session, the counsellor is to also offer to phone the Client in the next two weeks to discuss any remaining concerns (assess for readiness to change, offer additional support, motivation to change etc). • The duration of a Brief session is normally 15 to 30 minutes. 	<ul style="list-style-type: none"> • Only individuals that state that they are experiencing harm from gambling are to have their session recorded. • A Brief episode is normally completed within three sessions and within two weeks of the first session. • More than one Brief episode provided to a Client within a 6 month period is non-standard practice. • A valid 'Brief session' requires: <ul style="list-style-type: none"> ○ An actual contact (phone or face-to-face) with the Client for 15 minutes or more. ○ The session type to be either Phone or Face-to-Face. Group therapy sessions are not valid for a Brief episode. • A Client that been referred from Gambling Helpline or another Provider is not to receive a Brief episode. The Client is likely to require a Comprehensive Assessment and a series of intervention sessions and is therefore to receive a Full Intervention episode. • Similarly a client presenting in crisis is not to receive a brief episode and should be offered a full intervention episode. 	<p>Brief Intervention Service</p> <ul style="list-style-type: none"> • Provision of simple psychosocial interventions to Clients. • Purchase of a number of 'Brief episode sessions per month'. <p>To be counted against the Contract targets, the Client must specify as a minimum: Primary Problem Gambling Mode, , Gender, Brief Screen Score and Setting (see Intervention Service Practice Requirements Handbook)</p> <p>DOB (year of birth acceptable), Ethnicity and Suburb, City or Town will be preferred but not essential.</p>

Episodes and Sessions	Service Delivery Rules	Services Purchased
<p>Full Intervention Episode</p> <ul style="list-style-type: none"> • A Full Intervention episode is a set of psychosocial intervention and facilitation sessions provided to an individual experiencing harm who is likely to require a comprehensive intervention. • The Full Intervention episode is to provide the Client with a comprehensive assessment, treatment (including access to other health and social services) and a relapse prevention plan. • The duration of a ‘Full Intervention or facilitation session’ (non-group therapy) is normally 60 minutes. • The duration of a ‘Full Intervention group therapy session’ is normally 	<ul style="list-style-type: none"> • A Full Intervention episode is normally completed within six sessions and within three months of the first session. • A Comprehensive Assessment is required to be completed within the first three sessions of a Full Intervention episode. • A Comprehensive Assessment requires at least one face-to-face session. • If a Comprehensive Assessment is never completed (i.e. Client declines to attend sessions) then the sessions will still be counted against the Contract. • More than one Full Intervention Episode provided to a Client within a 6 month period is non-standard practice. • A valid ‘Full Intervention session’ requires: <ul style="list-style-type: none"> ○ An actual contact (phone or face-to-face) with the Client for 15 minutes or more. ○ The session type to be either Phone, Face-to-Face or Group. 	<p>Full Intervention Service</p> <ul style="list-style-type: none"> • Provision of a range of psychosocial interventions to Clients that are likely to require a series of intervention sessions. • Purchase of a number of ‘Full Intervention episode sessions (with Session Activity not Facilitation), per month’. • To be counted against the Contract targets, the Client must specify as a minimum: Date of Birth (Year of Birth accepted), Gender, Local Authority (Suburb and City as a minimum) at least one Primary Problem Gambling Mode and Setting. • The relevant Harm and Outcome and Coexisting screens are applied during the Full Intervention Episode. (See Intervention Service Practice Requirements Handbook)

Episodes and Sessions	Service Delivery Rules	Services Purchased
<p>120 minutes.</p> <ul style="list-style-type: none"> Where a group therapy session duration is longer than 120 minutes, the actual duration should be recorded. Note the Ministry will count up to 4 hours per session in any one day against contracted provider targets. 	<ul style="list-style-type: none"> A valid 'Facilitation session' requires: <ul style="list-style-type: none"> Actual contact (phone or face-to-face) with the Client for 15 minutes or more AND contact with another Provider or external agency as specified in the Client's Referral Plan and agreed with the Client. The Session Activity to be Facilitation. 	<p>Facilitation Service</p> <ul style="list-style-type: none"> Facilitate access to health or social services. Purchase of 'Full Intervention episode sessions with Session Activity of Facilitation, per month'. <p>To be counted against the Contract targets, the Client must specify as a minimum: Date of Birth (Year of Birth accepted), Gender, Local Authority (Suburb and City as a minimum) at least one Primary Problem Gambling Mode, the name of the <i>other</i> agency the client is being supported to access and the service category type (See Intervention Service Practice Requirements Handbook)</p>

Episodes and Sessions	Service Delivery Rules	Services Purchased
<p>Follow-up Episode</p> <ul style="list-style-type: none"> • A Follow-up episode is a scheduled review session with a Client that has previously received a Full Intervention episode. • The Follow-up episode is to measure outcomes, review the relapse prevention plan and provide motivational support. • Clients are re-assessed and appropriate screens used with regard to their gambling harm and their assessment scores recorded at 3 months, 6 months and 12 months where possible. • The duration of a 'Follow-up session' is normally 15 to 30 minutes. 	<ul style="list-style-type: none"> • A Follow-up episode is to complete and document the measurement of outcomes and the review of the relapse prevention plan. • Follow-up episodes are to be completed for each Client at one month, three months, six months and 12 months after the last Full Intervention episode session. • There is usually only one session in a Follow-up episode. • If the Follow-up episode session identifies that further counselling or assessment sessions are required, then the Follow-up episode is ended and the subsequent sessions are recorded as a Full Intervention episode. • A valid 'Follow-up session' requires: <ul style="list-style-type: none"> ○ The Client to have previously received a Full Intervention episode. ○ An actual contact (phone or face-to-face) with the Client for 15 minutes or more. ○ The session type to be either Phone or Face-to-Face. Group therapy sessions are not valid for a Follow-up episode. ○ The Provider normally initiates the contact with the Client to conduct a scheduled follow-up session. If the Client contacts the Provider and the call is not directly related to a scheduled follow-up then the session is to be recorded under a Full Intervention episode. 	<p>Follow-up Service</p> <ul style="list-style-type: none"> • Provision of a scheduled review session with a Client that has received a Full Intervention episode. • Purchase of 'Follow-up episode sessions per month'. • To be counted against the Contract targets, the Client must specify as a minimum: Date of Birth (Year of Birth accepted), Gender, Local Authority (Suburb and City as a minimum) and at least one Primary Problem Gambling Mode. • The relevant Harm and Outcome and Coexisting screens are applied during the 3, 6 and 12 months Follow-up Episodes. (See Intervention Service Practice Requirements Handbook)

5 Contract Data Requirements

This section defines the Contract Data Requirements and how they are applied.

5.1 Contract Data Requirements

The Contract Data Requirements are comprised of three sub-sections:

1. Contract Episode Activity Requirements

- From the 1st of the July 2008 the following applies.
 - For facilitation sessions the other agency's name and service Category type must be recorded.
 - For Brief Episode relevant Screen and screen score must be recorded. Also the minimum data requirements to comply with contract have been reduced.
 - For Full Intervention Episode relevant Harm, Outcome and Coexisting screens and scores must be recorded.
 - For Follow-up Episode at 3,6 and 12 months relevant Harm, Outcome and Coexisting screens and scores must be recorded.
 - For Group therapy session multiple Counsellors names to be recorded when present.

1.1 Contract Episode Activity Requirements (Historical changes made in Jan 2008)

- A Comprehensive Assessment requires at least one face-to-face session. (exception being Helpline Services)
- Prior to 1 January 2008, each Full Intervention episode was required to have a Comprehensive Assessment. If the Comprehensive Assessment was not recorded as complete then that episode and its sessions was excluded from reporting. From 1 January 2008 this requirement has been removed.
- Full intervention episodes that have not recorded a completed comprehensive assessment within the first three sessions will be considered non-standard practice.

2. Contract Episode-Session Requirements

- A Brief or Follow-up episode cannot have a session with a Session Activity of 'Facilitation'.
- A Brief or Follow-up episode cannot have a session with Session Attendees of 'Group'.
- A session with a Session Medium of 'Phone' cannot have Session Attendees of 'Group'.

The valid Episode-Session combinations are presented in Table 2 below.

Table 2: Episodes and Sessions – Valid Combinations

Episodes and Sessions - Valid Combinations

Valid?: Y= Yes, Yu= Yes but uncommon, N= No

Brief Episode				Full Intervention Episode				Follow-up Episode						
Session Medium	Session Activity	Session Attendees	Valid?	Session Medium	Session Activity	Session Attendees	Valid?	Session Medium	Session Activity	Session Attendees	Valid?			
Phone	Assessment	Individual	Y	Phone	Assessment	Individual	Y	Phone	Assessment	Individual	Y			
		Couple	Yu			Couple	Yu			Couple	Yu			
		Family	Yu			Family	Yu			Family	Yu			
		Group	N			Group	N			Group	N			
	Counselling	Individual	Y		Counselling	Individual	Y		Counselling	Individual	Y			
		Couple	Yu			Couple	Yu			Couple	Yu			
		Family	Yu			Family	Yu			Family	Yu			
		Group	N			Group	N			Group	N			
	Facilitation	Individual	N		Facilitation	Individual	Y		Facilitation	Individual	N			
		Couple	N			Couple	Yu			Couple	N			
		Family	N			Family	Yu			Family	N			
		Group	N			Group	N			Group	N			
	Face to Face	Assessment	Individual		Y	Face to Face	Assessment		Individual	Y	Face to Face	Assessment	Individual	Y
			Couple		Yu				Couple	Y			Couple	Y
			Family		Yu				Family	Y			Family	Y
			Group		N				Group	Yu			Group	N
Counselling		Individual	Y	Counselling	Individual		Y	Counselling	Individual	Y				
		Couple	Yu		Couple		Y		Couple	Y				
		Family	Yu		Family		Y		Family	Y				
		Group	N		Group		Y		Group	N				
Facilitation		Individual	N	Facilitation	Individual		Y	Facilitation	Individual	N				
		Couple	N		Couple		Yu		Couple	N				
		Family	N		Family		Yu		Family	N				
		Group	N		Group		N		Group	N				
Rules Summary: Group not valid Facilitation not valid				Group cannot be performed via Phone				Group not valid Facilitation not valid						

3. Contract Data Completeness Requirements

- An episode is to have at least one Primary Problem Gambling Mode recorded.
- A Brief to have Primary Problem Gambling Mode,, Gender, Brief Screen Score and Setting
- A Full intervention episode to have Date of Birth (Year of Birth accepted), Gender, Local Authority (Suburb and City as a minimum) at least one Primary Problem Gambling Mode and Setting.
- A Follow-up episode to have Date of Birth (Year of Birth accepted), Gender, Local Authority (Suburb and City as a minimum) and at least one Primary Problem Gambling Mode.

5.2 Application of Contract Data Requirements

Contract and Activity Reporting

Client-sessions will only be reported in the Ministry of Health Monthly Reports and counted against the Contract targets if the session and its episode meet all of the Contract Requirements.

Note that:

- Cancelled or non-attended sessions are not included in these calculations, including follow-up attempts when no contact is made.
- Follow-up attempts when no contact is made are not included in these calculations.

Levy 'Individuals Presenting' Reporting

The Client's presentation will only be counted in the Levy calculation if they:

1. Have at least one delivered session, and
2. That session and its episode meet the Contract Episode-Activity Requirements and the Contract Episode-Session Requirements, and
3. That session's episode also meets the Contract Data Completeness Requirements to have at least one Primary Problem Gambling Mode (PPGM) specified.

Note that:

- Cancelled or non-attended sessions are not included in these calculations.
- The session's episode does not need to meet the full Contract Data Completeness Requirements in order to be counted.
- A Client is only counted once in the 12 month levy reporting period.

Implementation of Changes to the Rules

Where a report applies rules to an episode, the rules applied are those that were active on the date of the start (first session) of that episode.

Rules applied to a session will be the rules active on the date of that session.

6 Indicators

Indicators are used to monitor Treatment Provider practices and data quality. These indicators can identify areas for investigation and also track improvements in practice.

Indicators are reported by numerator, denominator and the calculated percentage.

The Indicators and their interim targets are presented in Table 3 below. Note that Indicators and their targets are reviewed periodically and adjusted where required. The indicator targets presented below are tentative and are subject to review once indicator reports become available, and the analysis of the results is completed.

Table 3: Indicators

Proposed Target	Indicator Description
>98%	Brief episodes completed in three or less sessions
>98%	Brief sessions with a duration of 30 minutes or less
>98%	Brief episodes completed within two weeks of the first session
>90%	Brief episodes where no Brief or Full Intervention episode was completed within the previous 60 days
>98%	Full Intervention episodes completed that included a Comprehensive Assessment
>98%	Full Intervention episodes completed with a Comprehensive Assessment and included a face-to-face session
>98%	Full Intervention episodes completed in eight or less sessions
>90%	Full Intervention episodes completed within 90 days of the first session
>90%	Full Intervention episodes where there was no previous Brief or Full Intervention episode within the previous 90 days
>95%	Full Intervention episodes with Facilitation sessions that have three or less Facilitation sessions
>98%	Follow-up episodes that were completed in two or less sessions
>98%	Follow-up sessions with a duration of 30 minutes or less
>98%	Follow-up episodes completed within one week after the first session
>80%	Full Intervention episodes completed and within 45 days a first Follow-up episode started
>98%	All Episodes where DOB, Gender and TLA is recorded
>98%	All Episodes where a Primary Problem Gambling Mode is recorded
>98%	All Episodes where an Ethnicity is recorded
>98%	Brief Episodes where DOB, Gender and TLA is recorded
>98%	Brief Episodes where a Primary Problem Gambling Mode is recorded
>98%	Brief Episodes where an Ethnicity is recorded
>98%	Full Intervention Episodes where DOB, Gender and TLA is recorded
>98%	Full Intervention Episodes where a Primary Problem Gambling Mode is recorded
>98%	Full Intervention Episodes where an Ethnicity is recorded
>98%	Follow-up Episodes where DOB, Gender and TLA is recorded
>98%	Follow-up Episodes where a Primary Problem Gambling Mode is recorded
>98%	Follow-up Episodes where an Ethnicity is recorded

7 Data Dictionary

This section describes the data items that are extracted from the CLIC system for the Ministry of Health's reporting. The data items listed are a subset of the CLIC database fields and other data items derived from the CLIC database.

7.1 *Minimum Dataset*

Providers must collect a Minimum Dataset of information and submit it to the Ministry of Health within the required timeframe.

The Minimum Dataset data items are the data items collected on the CLIC Forms that are input into the CLIC database. These data items are described in the Data Collection and Submission Manual and further detail is provided in this data dictionary.

The processes and timeframes associated with the collection and submission of CLIC data (including the Minimum Dataset) is documented in the Data Collection and Submission Manual.

7.2 *The CLIC Extract File*

Each month, a CLIC data extract file is created from the national CLIC database. This extract is used to produce the Ministry of Health reports and the Levy statistics.

The CLIC Extract is an Excel spreadsheet that contains one row for each session delivered within the period being extracted. Note that sessions that were not delivered (i.e. Did Not Present, Cancelled, etc) are not included in the monitoring data.

The CLIC Extract fields are listed in Table 4 below and are described in detail later in this section.

Table 4: CLIC Data Extract Table

Ref	Data Item Name	Source
1	IntID	Derived
2	ClientID	CLIC Database
3	DOB	CLIC Database
4	AgeAtSession	Derived
5	AgeCategory	Derived
6	Gender	CLIC Database
7	EthnicityCode1	CLIC Database
8	EthnicityCode2	CLIC Database
9	EthnicityCode3	CLIC Database
10	PGEthnicityGroup	Derived
11	PGEthnicityGroupDesc	Derived
12	TLA	CLIC Database
13	SessionID	CLIC Database
14	SessionDate	CLIC Database

15	SessionDuration	CLIC Database
16	SessionMediumDescBrief	CLIC Database
17	SessionActivityDescBrief	CLIC Database
18	SessionAttendeesDescBrief	CLIC Database
19	ServiceSettingDesc	CLIC Database
20	ClinicName	CLIC Database
21	AgencyName	CLIC Database
22	TestSOGS	CLIC Database
23	TestSOGSDate	CLIC Database
24	TestDollarsLost	CLIC Database
25	TestDollarsLostDate	CLIC Database
26	TestControl	CLIC Database
27	TestControlDate	CLIC Database
28	TestChecklist	CLIC Database
29	TestChecklistDate	CLIC Database
30	TestGamFreq	CLIC Database
31	TestGamFreqDate	CLIC Database
32	TestCoping	CLIC Database
33	TestCopingDate	CLIC Database
34	TreatmentEpisodeID	CLIC Database
35	EpisodeTypeShort	CLIC Database
36	ClientType	CLIC Database
37	EpisodeStartDate	CLIC Database
38	PrimModeID1	CLIC Database
39	PrimModeName1	CLIC Database
40	PrimModeID2	CLIC Database
41	PrimModeName2	CLIC Database
42	PrimModeID3	CLIC Database
43	PrimModeName3	CLIC Database
44	PrimModeID4	CLIC Database
45	PrimModeName4	CLIC Database
46	PrimModeID5	CLIC Database
47	PrimModeName5	CLIC Database
48	AddModeID1	CLIC Database
49	AddModeName1	CLIC Database
50	AddModeID2	CLIC Database
51	AddModeName2	CLIC Database

52	AddModeID3	CLIC Database
53	AddModeName3	CLIC Database
54	AddModeID4	CLIC Database
55	AddModeName4	CLIC Database
56	AddModeID5	CLIC Database
57	AddModeName5	CLIC Database
58	ReferralID1	CLIC Database
59	ReferralName1	CLIC Database
60	ReferralID2	CLIC Database
61	ReferralName2	CLIC Database
62	ReferralID3	CLIC Database
63	ReferralName3	CLIC Database
64	ReferralID4	CLIC Database
65	ReferralName4	CLIC Database
66	ReferralID5	CLIC Database
67	ReferralName5	CLIC Database
68	EpisodeEndDate	CLIC Database
69	DischargeType	CLIC Database
70	DataCompleteness	Derived
71	IncludeInMOHRpt	Derived
72	IncludeInLevyRpt	Derived
73	SessionMonth	Derived
74	SessionYear	Derived
75	ClientMthComposite	Derived
76	ClientUniqInMth	Derived
77	ClientPGMUniqInYear	Derived
78	PU	Derived
79	xPUOld	Derived
80	xPUComposite	Derived
81	xPUUniqInMth	Derived

7.3 Data Items

The data items in this data dictionary are ordered by the sequence in which they appear on the CLICExtract file and similar items have been grouped together.

7.3.1 IntID

Name:	IntID				
Other Names:					
Definition:	A unique identifier for each session record in the CLICExtract file.				
Context:					
Data Type:	integer	Field Size:		Layout:	
Data Domain:					
Guide for Use:	Used to uniquely identify each session record in a CLICExtract file. Also used to re-sort a CLICExtract file into the original sort order.				
Verification Rules:					

7.3.2 Client ID

Name:	Client ID				
Other Names:					
Definition:	An identifier for each Client. This identifier is only unique within Provider.				
Context:					
Data Type:	char	Field Size:	7	Layout:	aallnnnn
Data Domain:	Aa - Agency, ll = Location, nnnn = Client sequence number				
Guide for Use:					
Verification Rules:					

7.3.3 Date of Birth

Name:	DOB				
Other Names:	Date of Birth				
Definition:	The Clients latest recorded Date of Birth.				
Context:					
Data Type:	date	Field Size:		Layout:	
Data Domain:					
Guide for Use:					
Verification Rules:					

7.3.4 AgeAtSession

Name:	AgeAtSession				
Other Names:					
Definition:	The Clients age in years on the date of the session.				
Context:					
Data Type:	integer	Field Size:		Layout:	
Data Domain:					
Guide for Use:					
Verification Rules:					

7.3.5 AgeCatagory

Name:	AgeCatagory				
Other Names:					
Definition:	The Age Category of the Client based on their AgeAtSession. Under 18 years is a Youth, and 18 and over is an Adult.				
Context:					
Data Type:	integer	Field Size:		Layout:	
Data Domain:					
Guide for Use:					
Verification Rules:					

7.3.6 Gender

Name:	Gender				
Other Names:					
Definition:	The Clients sex as wither male or female.				
Context:					
Data Type:	char	Field Size:		Layout:	
Data Domain:	Male, Female				
Guide for Use:					
Verification Rules:					

7.3.7 EthnicityCode1, 2, 3

Name:	EthnicityCode1, 2, 3				
Other Names:					
Definition:	The most recent ethnicity specified by the Client, expressed as three numeric codes.				
Context:					

Data Type:	NZHis standard	Field Size:		Layout:	
Data Domain:					
Guide for Use:					
Verification Rules:					

7.3.8 PGEthnicityGroup

Name:	PGEthnicityGroup				
Other Names:					
Definition:	The prioritised ethnicity grouping code for Problem Gambling.				
Context:	This is used for reporting.				
Data Type:	integer	Field Size:		Layout:	
Data Domain:	1, 2, 3, 4. The Prioritised Ethnicity Grouping implemented is: If any ethnicity code = 21 then Maori, else If any ethnicity code = 30 to 37 then Pacific, else If any ethnicity code = 41, 42 then East Asian, else = Other. This use of this prioritised ethnicity grouping has not yet been confirmed.				
Guide for Use:					
Verification Rules:					

7.3.9 PGEthnicityGroupDesc

Name:	PGRthnicityGroupDesc				
Other Names:					
Definition:	The text description of the PGEthnicityGroup code.				
Context:					
Data Type:	char	Field Size:		Layout:	
Data Domain:	Maori, Pacific, East Asian, Other				
Guide for Use:					
Verification Rules:					

7.3.10 TLA

Name:	TLA				
Other Names:	Local Authority				
Definition:	The Territorial Local Authority in which the Client resides.				
Context:					

Data Type:	char	Field Size:		Layout:	
Data Domain:					
Guide for Use:					
Verification Rules:					

7.3.11 SessionID

Name:	Session ID				
Other Names:					
Definition:	The unique CLIC identifier for the session.				
Context:					
Data Type:	integer	Field Size:	7	Layout:	
Data Domain:					
Guide for Use:					
Verification Rules:					

7.3.12 SessionDate

Name:	SessionDate				
Other Names:					
Definition:	The date on which this session occurred.				
Context:					
Data Type:		Field Size:		Layout:	
Data Domain:					
Guide for Use:					
Verification Rules:					

7.3.13 SessionDuration

Name:	SessionDuration				
Other Names:					
Definition:	The duration of the session in hours, rounded to 0.25 of an hour.				
Context:					
Data Type:	num	Field Size:		Layout:	
Data Domain:					
Guide for Use:					
Verification Rules:					

7.3.14 SessionMediumDescBrief

Name:	SessionMediumDescBrief			
Other Names:				
Definition:	The medium in which the session occurred.			
Context:				
Data Type:	char	Field Size:		Layout:
Data Domain:	F2F = face to face Phone = phone			
Guide for Use:				
Verification Rules:				

7.3.15 SessionActivityDescBrief

Name:	SessionActivityDescBrief			
Other Names:				
Definition:	The main activity that was undertaken during the session.			
Context:				
Data Type:	char	Field Size:		Layout:
Data Domain:	Couns – counselling, Asst = assessment, Fac = facilitation.			
Guide for Use:				
Verification Rules:				

7.3.16 SessionAttendeesDescBrief

Name:	SessionAttendeesDescBrief			
Other Names:				
Definition:	The persons that attended the session with the Client.			
Context:				
Data Type:		Field Size:		Layout:
Data Domain:	Indivi = individual alone Couple = couple Fam = family, whanau, or others with a relationship with the Client Group = Group therapy session only			
Guide for Use:				
Verification Rules:				

7.3.17 ServiceSettingDesc

Name:	ServiceSettingDesc			
Other Names:				

Definition:	The name of the setting where the session was held.			
Context:				
Data Type:	char	Field Size:		Layout:
Data Domain:				
Guide for Use:				
Verification Rules:				

7.3.18 ClinicName

Name:	ClinicName			
Other Names:				
Definition:	The name of the clinic where the session was held.			
Context:				
Data Type:		Field Size:		Layout:
Data Domain:				
Guide for Use:				
Verification Rules:				

7.3.19 AgencyName

Name:	AgencyName			
Other Names:				
Definition:	The name of the Provider. Note that the standard short Provider name is to be used.			
Context:				
Data Type:		Field Size:		Layout:
Data Domain:				
Guide for Use:				
Verification Rules:				

7.3.20 TestSOGS, TestDollarsLost, TestControl, TestChecklist, TestGamFreq, TestCoping

Name:	TestSOGS, TestDollarsLost, TestControl, TestChecklist, TestGamFreq, TestCoping			
Other Names:				
Definition:	The screening (or assessment) test score.			
Context:				
Data Type:	integer	Field Size:		Layout:
Data Domain:				

Guide for Use:	
Verification Rules:	

7.3.21 TestSOGSDate, TestDollarsLostDate, TestControlDate, TestChecklistDate, TestGamFreqDate, TestCopingDate

Name:	TestSOGSDate, TestDollarsLostDate, TestControlDate, TestChecklistDate, TestGamFreqDate, TestCopingDate			
Other Names:				
Definition:	The date that the screening (or assessment) test was conducted.			
Context:				
Data Type:	char	Field Size:		Layout:
Data Domain:				
Guide for Use:				
Verification Rules:				

7.3.22 TreatmentEpisodeID

Name:	TreatmentEpisodeID			
Other Names:				
Definition:	A unique identifier for the treatment episode.			
Context:				
Data Type:	char	Field Size:		Layout:
Data Domain:				
Guide for Use:				
Verification Rules:				

7.3.23 EpisodeTypeShort

Name:	EpisodeTypeShort			
Other Names:				
Definition:	The short name for the Episode in which the session resides.			
Context:				
Data Type:		Field Size:		Layout:
Data Domain:	Brief, Full, Followup			
Guide for Use:				
Verification Rules:				

7.3.24 ClientType

Name:	ClientType			
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Other Names:				
Definition:	The type of Client.			
Context:				
Data Type:		Field Size:		Layout:
Data Domain:	Gambler = Gambler Family = Affected Family Member Other = Affected Other Person			
Guide for Use:				
Verification Rules:				

7.3.25 EpisodeStartDate

Name:	EpisodeStartDate			
Other Names:				
Definition:	The date of the first session in this session's episode.			
Context:				
Data Type:	date	Field Size:		Layout:
Data Domain:				
Guide for Use:				
Verification Rules:				

7.3.26 PrimModelID1 to 5

Name:	PrimModelID1 to 5			
Other Names:	Primary Problem Gambling Mode			
Definition:	The Primary Problem Gambling Mode code. Up to five Primary Problem Gambling Modes are recorded.			
Context:				
Data Type:	char	Field Size:		Layout:
Data Domain:	C = Cards CGM = Casino Gaming Machines CT = Casino Tables CLGM = Club Gaming Machines PGM = Pub Gaming Machines H = Housie K = Keno L = Lotto O = Other SB = Sports Betting T = Track			

Guide for Use:	
Verification Rules:	

7.3.27 PrimModeName1 to 5

Name:	PrimModeName1 to 5			
Other Names:				
Definition:	The name of the Primary Problem Gambling Mode as coded in PrimModeID1 to 5.			
Context:				
Data Type:	char	Field Size:		Layout:
Data Domain:	Refer to PrimMode1 to 5 for the names.			
Guide for Use:				
Verification Rules:				

7.3.28 AddModelID1 to 5

Name:	AddModelID1 to 5			
Other Names:				
Definition:	The Additional Problem Gambling Mode code.			
Context:				
Data Type:		Field Size:		Layout:
Data Domain:	Refer to PrimModelID1 to 5 for the codes.			
Guide for Use:				
Verification Rules:				

7.3.29 AddModeName1 to 5

Name:	AddModeName1 to 5			
Other Names:				
Definition:	The Additional Problem Gambling Mode name.			
Context:				
Data Type:		Field Size:		Layout:
Data Domain:	Refer to PrimModelID1 to 5 for the names.			
Guide for Use:				
Verification Rules:				

7.3.30 ReferralID1 to 5

Name:	ReferralID			
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Other Names:				
Definition:	An identifier for the referral source.			
Context:				
Data Type:		Field Size:		Layout:
Data Domain:	The valid referral codes and names are: AD Alcohol and Drug Unit AH Asian Helpline CAB Citizens Advice Bureau Cor Corrections Emp Employer Ex Ex Client Fam Family/Relative GP General Practitioner Hlp Helpline Med Media OA Other Agency Oth Other Ph Phonebook Self Self UK Unknown			
Guide for Use:				
Verification Rules:				

7.3.31 ReferralName1 to 5

Name:	ReferralName1 to 5			
Other Names:				
Definition:	The name of the referral source.			
Context:				
Data Type:		Field Size:		Layout:
Data Domain:	Refer to ReferralID1 to 5 for the valid referral source names.			
Guide for Use:				
Verification Rules:				

7.3.32 EpisodeEndDate

Name:	EpisodeEndDate			
Other Names:				
Definition:	The date that the Episode ended.			
Context:				

Data Type:		Field Size:		Layout:	
Data Domain:	<p>To ensure that the episode end date relates to a delivered session rather than the latest cancelled or non-attended session, the following approach is used.</p> <p>If there is no Episode End Date and no delivered session for more than 120 days then the last delivered session date is used. If a session has been delivered within the last 120 days then the Episode is left open and there is no EpisodeEndDate.</p> <p>If there is a EpisodeEndDate in CLIC then the date of the last delivered session is used as the EpisodeEndDate.</p> <p>Note that this approach is different to the SPSS approach.</p>				
Guide for Use:					
Verification Rules:					

7.3.33 DischargeType

Name:	DischargeType				
Other Names:					
Definition:	How the Client was discharged from this session's episode. If this session's episode is still open then this field is blank.				
Context:					
Data Type:	char	Field Size:		Layout:	
Data Domain:	<p>Treatment completed</p> <p>Treatment partially completed</p> <p>Client transferred to another Agency</p> <p>Administrative discharge</p>				
Guide for Use:					
Verification Rules:					

7.3.34 DataCompleteness

Name:	DataCompleteness				
Other Names:					
Definition:	Whether the session's information meets Contract Data Completeness, Levy Data Completeness, or is Incomplete.				
Context:					
Data Type:	char	Field Size:		Layout:	
Data Domain:	<p>Contract std</p> <p>Levy std only</p> <p>Incomplete</p>				
Guide for Use:					
Verification Rules:					

7.3.35 IncludeInMOHRpt

Name:	IncludeInMOHRpt			
Other Names:				
Definition:	An indicator as to whether the session is to be included in the Ministry of Health's reporting.			
Context:				
Data Type:	bol	Field Size:		Layout:
Data Domain:	True if all Contract Data Requirements are met. Otherwise it is set to False.			
Guide for Use:				
Verification Rules:				

7.3.36 IncludeInLevyRpt

Name:	IncludeInLevyRpt			
Other Names:				
Definition:	An indicator as to whether the session is to be included in the Levy reporting.			
Context:				
Data Type:	bol	Field Size:		Layout:
Data Domain:	True if all Levy Data Requirements are met. Otherwise it is set to False.			
Guide for Use:				
Verification Rules:				

7.3.37 SessionMonth

Name:	SessionMonth			
Other Names:				
Definition:	The month in which the session occurred. This is based on SessionDate. This is used for the production of reports.			
Context:				
Data Type:	char	Field Size:		Layout:
Data Domain:				
Guide for Use:				
Verification Rules:				

7.3.38 SessionYear

Name:	SessionYear			
Other Names:				

Definition:	The year in which the session occurred. This is based on SessionDate. This is used for the production of reports.			
Context:				
Data Type:	char	Field Size:		Layout:
Data Domain:				
Guide for Use:				
Verification Rules:				

7.3.39 ClientMthComposite

Name:	ClientMthComposite			
Other Names:				
Definition:	This is a combined file of Client ID and SessionMonth. It is used to produce the ClientUniqInMth field below.			
Context:				
Data Type:	char	Field Size:		Layout:
Data Domain:				
Guide for Use:				
Verification Rules:				

7.3.40 ClientUniqInMth

Name:	ClientUniqInMth			
Other Names:				
Definition:	This is used for reporting on the number of unique Client that received a session in a month.			
Context:				
Data Type:		Field Size:		Layout:
Data Domain:	This field is set to 1 if this is the Client's first session in the month.			
Guide for Use:				
Verification Rules:				

7.3.41 ClientPGMUniqInYear

Name:	ClientPGMUniqInYear			
Other Names:				
Definition:	This is the Primary Problem Gambling Mode for each Client's first session that occurred in that 12 month Levy reporting period.			
Context:				
Data Type:		Field Size:		Layout:

Data Domain:	Refer to PrimModelD1 to 5 for a list of the Primary Problem Gambling Mode names.
Guide for Use:	
Verification Rules:	

7.3.42 PU

Name:	PU (Purchase Unit)			
Other Names:				
Definition:	The Ministry of Health's Purchase Unit code for the session.			
Context:				
Data Type:	char	Field Size:		Layout:
Data Domain:	Brief Full Facilitation Followup			
Guide for Use:				
Verification Rules:				

7.3.43 xPU, xPUComposite, xPUUniqInMth

Name:	xPU, xPUComposite, xPUUniqInMth			
Other Names:				
Definition:	These fields are obsolete and will be removed. They were used to produce the Purchase Unit reports for the previous Service Specification.			
Context:				
Data Type:		Field Size:		Layout:
Data Domain:				
Guide for Use:				
Verification Rules:				

8 Glossary of Terms

The Terms used in this and related Problem Gambling Service documents include:

Term	Definition
Code of Health and Disability Consumers Rights	The code prescribed by regulations under the Health and Disability Commissioner Act 1994
DHB	District Health Board
Episode	A treatment Episode is a set of required actions and requirements intended to achieve a specific outcome for a Client. The Episode is delivered through one or more sessions and the actions and requirements depend on the type of episode. Refer to section 4 for a description of the Episodes.
FTE	Full time equivalents Note for a precise definition see service specification in Ministry service provider contracts.
GP	General Practitioner
Group Therapy	A clinical counselling session where multiple Clients (gamblers or significant others) not previously known to each other, meet together to share their experience of gambling harm and to give each other support.
HCU	Health Care User
MOH	Ministry of Health
MHINC	Mental Health Information National Collection
NHI	National Health Index - a mechanism for identifying uniquely every health care user by assigning each a unique identifying number
NMDS	National Minimum Data Set
NZHIS	New Zealand Health Information Services
Provider	A service provider who contracts with the Ministry of Health to provide services. This term includes individuals or organisations who act as a nominee, agent or subcontracted provider to a Provider.
Session	A Session is an event undertaken with a client(s) related to either a brief or a full or a follow up episode.

9 Version History

This section records the main changes to this document.

(This section will be completed when the first version of this manual is modified.)

Version 1.1	Changes made to align with Intervention Services Practice Requirements Handbook	Effective from 1 July 2008
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Version1.0	DMM developed to align with new Intervention services service specifications	Effective from January 2008