



Communities
& Justice



infoShare Technical Domain Data Dictionary

Domain: Family Preservation

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Document Version: 1.0.1

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Summary: This document provides a data dictionary for file-based bulk data upload to [infoShare](#).



Revision History

Version	Date	Change
1.0.0	21/09/2022	Initial release
1.0.1	28/09/2022	Updates and edits

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1 Overview

1.1 infoShare

The Department of Communities and Justice (DCJ) has developed a purpose built data collection tool for funded service providers to use to submit information to the department on the services they have delivered. The tool is called infoShare.

InfoShare allows organisations to submit data to DCJ using either an online portal data entry system, a bulk upload capability, or an API.

The department expects infoShare to significantly improve the ease with which organisations can send their data to DCJ, and to improve the quality and consistency of the data submitted.

1.2 Purpose of this Document

This document specifies the data required to be submitted to meet this program's objectives.

For assistance in regards to content in the [infoShare File Uploader Technical Manual](#) please contact your DCJ program administrator.

2 Interface Details

The data items described in this section are required to be submitted to meet the objectives of this program. For an overview of the data structures please see the infoShare Technical Manual (File Uploader) document.

NOTE: As outlined in the infoShare Technical Manual (File Uploader), static information, such as enumerated list types such as Service Types will be available in advance via the Reference Worksheet contained in the sample file upload template(s) provided.

NOTE: Information specific to API data submission will be provided at a later date.

2.1 Data Structure Entities List

As outlined in the infoShare Technical Manual (File Uploader) a number of data structure entities are entered manually via the [infoShare Portal](#) Web UI so the data items associated with those data structure entities won't be described in this document.

Out of Scope: The following Data Structure Entities will not be described in this document

- | | | |
|---|---|--|
| <ul style="list-style-type: none">• User• Organisation | <ul style="list-style-type: none">• Outlet• Activity | <ul style="list-style-type: none">• Outlet Activity |
|---|---|--|

The following data structure entities can be added / updated via the File Uploader and API mechanisms and so the data items associated with those data structure entities will be described in this document.

In Scope: The following Data Structure Entities will be described in this document

- | | | |
|---|---|--|
| <ul style="list-style-type: none">• Case• Case Client• Session• Session Client | <ul style="list-style-type: none">• Group• Group Client• Referral• Referral Client | <ul style="list-style-type: none">• Service• Client |
|---|---|--|

2.2 Case (Submission of this Data Structure Entity is optional for this version)

Session Data Item	Portal Label	Constraint	Type / Format	Comments / Validation Rules / Examples Mandatory (M) Conditional Mandatory (CM) Optional (O) Conditional Optional (CO)
CaseId	CaseID	(M)	String (50 char max)	Organisation generated Case Id. Must be an existing Case that is not locked.
OutletActivityId	Outlet ActivityID	(M)	Integer	Must be an OutletActivityId from Organisation Activity and Outlet data file.
CaseClients	Case Clients	(O)	String (200 char max) – comma delimited list of CaseClientId	One or more Case Client Ids to be associated with the Case. The Client should already be registered for an Outlet Activity in the user's organisation.
EndDate	End Date	(O)	Date yyyy-mm-dd	Date the case is closed.

2.3 Client

Client Data Item	Portal Label	Constraint	Type / Format	Comments / Validation Rules / Examples Mandatory (M) Conditional Mandatory (CM) Optional (O) Conditional Optional (CO)
ClientId	ClientID	(M)	String (50 char max)	Organisation generated ClientId if adding a record or pre-existing ClientId if updating a record that was entered into infoShare previously. This is unique for a particular Outlet Activity within the organisation. A client's name, part of a client's name, or other identifiable information should not be used as a ClientId under any circumstances.
ChildStoryId	ChildStoryID	(M)	String (50 char max)	A person's identification number extracted from a DCJ referral. Example: e.g. C- NNNNNNNN if DCJ referral, blank otherwise
GroupClients	Group Clients	(O)	String (200 char max) – comma delimited list of GroupClientId	One or more Group Client Ids to be associated with the client.
GivenName	First Name	(M)	String (50 char max)	(Given name) The first name of a person within the family group, or by which the person is socially identified.
FamilyName	Family Name	(M)	String (50 char max)	(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
HouseholdComposition	Household Composition	(M)	ENUM_HouseholdComposition	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.
Gender	Gender	(M)	ENUM_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.
BirthDate	Date of Birth	(M)	Date yyyy-mm-dd	The date of birth of the person, expressed as a date stamp.
IsHomeless	Is Homeless	(M)	ENUM_IsHomeless	The Homeless status identified by a person.

Client Data Item	Portal Label	Constraint	Type / Format	Comments / Validation Rules / Examples Mandatory (M) Conditional Mandatory (CM) Optional (O) Conditional Optional (CO)
State	State	(M)	String (3 char max)	State from residential address of a client or location if homeless.
Postcode	Postcode	(M)	String (4 char max)	Postcode from residential address of a client or location if homeless.
Suburb	Suburb	(M)	String (50 char max)	Suburb from residential address of a client or location if homeless. Example: The name of the suburb (e.g. <i>Liverpool</i>).
Address1	Address1	(CM)	String (200 char max)	Street address from residential address of a client. If client is identified as Homeless, this can be left blank. Example: The street address (e.g. <i>35 Scott St</i>)
Address2	Address2	(CM)	String (200 char max)	Street address from residential address of a client. If client is identified as Homeless, this can be left blank. Example: The street address (e.g. <i>35 Scott St</i>)
BirthCountry	Country Of Birth	(M)	ENUM_Country	The country in which the person was born, as represented by a label.
Language	Language Spoken At Home	(M)	ENUM_Language	The primary language spoken at home by the person/their family, as represented by a label.
LanguageProficiency	Proficiency In Spoken English	(M)	ENUM_LanguageProficiency	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.
ATSICode	Aboriginal Or Torres Strait Islander Origin	(M)	ENUM_ATSICode	A label that represents the Aboriginal and/or Torres Strait Islander origin identified by a person.

Client Data Item	Portal Label	Constraint	Type / Format	Comments / Validation Rules / Examples Mandatory (M) Conditional Mandatory (CM) Optional (O) Conditional Optional (CO)
CaregiverStatus	Caregiver Status	(M)	ENUM_CaregiverStatus	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).
HasDisabilities	Has Disabilities	(M)	ENUM_HasDisabilities	An indicator of whether a person has a disability.
Disabilities	Disabilities	(M)	String (200 char max) – comma delimited list of ENUM_DisabilityType	List of disabilities.

2.4 Group

Group Data Item	Portal Label	Constraint	Type / Format	Comments / Validation Rules / Examples Mandatory (M) Conditional Mandatory (CM) Optional (O) Conditional Optional (CO)
GroupId	FamilyID	(M)	String (50 char max)	Organisation generated GroupId if adding a record or pre-existing GroupId if updating a record that was entered into infoShare previously. This is unique for a particular Outlet Activity within the organisation. A client's name, part of a client's name, or other identifiable information should not be used as a GroupId under any circumstances.
GroupType	Group Type	(M)	ENUM_GroupType	Set to default for this program: "Family"
OutletActivityId	Outlet ActivityID	(M)	Integer	Must be an OutletActivityId from Organisation Activity and Outlet data file.
GroupClients	Group Clients	(M)	String (200 char max) – comma delimited list of GroupClientId	Two or more Group Client Ids to be associated with the Group. The Client should already be registered for an Outlet Activity in the user's organisation.

2.5 Referral

Referral Data Item	Portal Label	Constraint	Type / Format	Comments / Validation Rules / Examples Mandatory (M) Conditional Mandatory (CM) Optional (O) Conditional Optional (CO)
ReferralId	ReferralID	(M)	String (50 char max)	Organisation generated ReferralId if adding a record or pre-existing ReferralId if updating a record that was entered into infoShare previously. This is unique for a particular Outlet Activity within the organisation. A client's name, part of a client's name, or other identifiable information should not be used as a ReferralId under any circumstances.
OutletActivityId	Outlet ActivityID	(M)	Integer	Must be an OutletActivityId from Organisation Activity and Outlet data file.
GroupId	FamilyID	(M)	Integer	Organisation's Group Id.
ReferralPathway	Referral Pathway	(M)	ENUM_ReferralPathway	The source of the referral of a child/young person to the Family Preservation program.
ReferralConsent	Consent of referral from family	(M)	Boolean	Whether the family gave consent to be referred to the NGO.
ReferralDate	Date of referral to provider	(M)	Date yyyy-mm-dd	Date on referral form. (Found under " <i>Date sent to Service Provider</i> " on the universal referral form)
ReferralOutcome	Outcome of referral to provider	(M)	ENUM_ReferralOutcome	The result of the referral once assessed by the service provider.
ReferralOutcomeOther	Outcome of referral Declined -Other	(CM)	String (50 char max)	The result of the referral once assessed by the service provider. Free text field to specify the referral outcome if Declined - Other was selected under "Outcome of referral to provider".

2.6 Service

Service Data Item	Portal Label	Constraint	Type / Format	Comments / Validation Rules / Examples Mandatory (M) Conditional Mandatory (CM) Optional (O) Conditional Optional (CO)
ServiceId	ServiceID	(M)	String (50 char max)	Organisation generated ServiceId if adding a record or pre-existing ServiceId if updating a record that was entered into infoShare previously. This is unique for a particular Outlet Activity within the organisation. A client's name, part of a client's name, or other identifiable information should not be used as a ServiceId under any circumstances.
ReferralId	ReferralID	(M)	Integer	Organisation's Referral Id (this is an Organisation-specific ID not to be confused with IDs received within inbound referral forms the organisation receives from DCJ or the community).
ClientId	ClientID	(M)	Integer	Organisation's Client Id.
OutletActivityId	Outlet ActivityID	(M)	Integer	Must be an OutletActivityId from Organisation Activity and Outlet data file.
ConsentDate	Date of Consent to participate in service	(M)	Date yyyy-mm-dd	Date at which client provides informed consent to begin/continue service delivery.
StartDate	Date Client Started Receiving Services	(M)	Date yyyy-mm-dd	Date that the first session of service was delivered to a client.
StepDownStartDate	Step Down Start Date	(CM)	Date yyyy-mm-dd	Date at which client stepped down from receiving intensive service delivery or Intensive Family Based Services. Optional, for IFP and IFBS
ExitDate	Date Client Exited Service	(CM)	Date yyyy-mm-dd	Date at which client receives the last service instance.
ExitReason	Exit Reason	(CM)	String (50 char max)	The reason a client exited a program. Mandatory if there is an Exit Date.
ExitReasonOther	Exit Reason-Other	(CM)	String (50 char max)	The reason a client exited a program. Free text to specify the exit reason if withdrawn - other was selected under "Exit Reason"

2.7 Session (Submission of this Data Structure Entity is optional for this version)

Session Data Item	Portal Label	Constraint	Type / Format	Comments / Validation Rules / Examples Mandatory (M) Conditional Mandatory (CM) Optional (O) Conditional Optional (CO)
SessionId	SessionID	(M)	String (50 char max)	Organisation generated SessionId if adding a record or pre-existing SessionId if updating a record that was entered into infoShare previously. This is unique for a particular case within the organisation. A client's name, part of a client's name, or other identifiable information should not be used as a SessionId under any circumstances.
Caseld	CaseID	(M)	String (50 char max)	Organisation's Case Id. Must be an existing Case that is not locked.
SessionDate	Session Date	(O)	Date yyyy-mm-dd	Date that the first session of service was delivered to a client.
SessionType	Session Type	(M)	ENUM_SessionType	Specifies what type of session this is.
ServiceType	Service Type	(M)	ENUM_ServiceType	Type of service being delivered to the client.
ReferralId	ReferralID	(O)	Integer	Organisation's Referral Id (this is an Organisation-specific ID not to be confused with IDs received within inbound referral forms the organisation receives from DCJ or the community).
ServiceDuration	Service Duration	(M)	Integer (1 to 2880)	The duration of the session in closest hour during session/quarter. (e.g. 3) Note: this may be an aggregated data field.

3 Appendix – Definitions

Term	Definition
NGO	Non-Government Organsiation
SLK	Statistical Linkage Key (See infoShare Technical Manual (File Uploader) Appendix 1 for further details)