

Data supply requirements documentation

Department of Health Standard
QH-IMP-469-2:2019

1. Statement

The documentation of the data required to support Department of Health data collections (i.e. data supply requirements) by Data Custodians clearly establishes the expected standard for the supply of data. This in turn supports data consistency, comparability and quality, and helps clarify the scope and purpose of the data to be supplied.

2. Scope

Compliance with this standard is mandatory for all Data Custodians included in Schedule 4, Attachment A of the Service Agreements between the Hospital and Health Services and the Department of Health.

This standard can be used by Hospital and Health Services either as is, or by re-branding or as a basis for a Hospital and Health Service specific policy or standard.

3. Requirements

- The requirement to document data supply requirements applies to Department of Health data collections that rely on the provision of data from data suppliers.
- Data Custodians shall ensure that the appropriate provision of resources is made to document and maintain their data supply requirements.
- Data Custodians shall work with Statistical Standards and Strategies Unit, Statistical Services Branch, Strategy, Policy and Planning Division to develop data supply requirements for their data collections¹.
- Data Custodians shall ensure that data elements for data supply requirements are identified, captured and published in the Queensland Health Data Dictionary (QHDD). The QHDD is the approved repository for data supply requirements.
- Statistical Standards and Strategies Unit shall liaise with the Data Custodians to ensure that the data supply requirements are published in the QHDD within agreed timeframes.
- Key stakeholders shall be consulted as part of the documentation of a data supply requirement.
- Statistical Standards and Strategies Unit shall review data supply requirements for opportunities to standardise and rationalise data elements to reduce the burden on data suppliers.

3.1 Using data supply requirements

Data supply requirements shall be used to:

- assist the Hospital and Health Services to understand their reporting obligations under their Service Agreement with the Department.
- define the meaning and describe the acceptable representation of a set of data elements to be supplied for a specified Department of Health data collection.
- support the Department in ensuring that the required data is supplied and available for reporting/decision making.

¹ Refer to Data and Application Custodianship Roles and Responsibilities January 2019

3.2 Governance

- Data supply requirements shall be approved by the Data Custodian or their delegate.
- Statistical Standards and Strategies Unit shall manage the inclusion of data supply requirements in the QHDD.

4. Legislation

- *Hospital and Health Boards Act 2011*
- *Information Privacy Act 2009*
- *Mater Public Health Services Act 2008*
- *National Health Information Agreement 2013*
- *Public Health Act 2005*
- *Public Records Act 2002*
- *Right to information Act 2009*

5. Supporting documents

Documents:

- Data and application custodianship Policy 2018
- Data and application custodianship Standard 2019
- Data and Application custodianship, Roles and responsibilities January 2019
- Data Management Policy 2014
- Data Supply Requirements – User Guide
- Department of Health Strategic Plan 2016-2020 (2017 Update)
- Digital Health Strategic Vision for Queensland 2026
- Information Management Framework 2017
- Procedure for developing Data Supply Requirements (in development)
- Schedule 4 of the HHS Service Agreements – Data reporting requirements
- Statistical and corporate data standardisation Standard
- Queensland Health Information Management Strategy and Roadmap

Applications:

- Queensland Health Data Dictionary (QHDD)/Queensland Health Information Knowledgebase (QHIK)

6. Definitions

Term	Definition	Source
Data	The representation of facts, concepts or instructions in a formalised (consistent and agreed) manner suitable for communication, interpretation or processing by human or automatic means. Typically comprised of numbers, words or images.	Data and application custodianship, roles and responsibilities January 2019

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Strategy, Policy and Planning Division
Statistical Services Branch

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Term	Definition	Source
	<p>The format and presentation of data may vary with the context in which it is used.</p> <p>Data is not information until it is utilised in a particular context for a particular purpose.</p>	
Data Custodian	A position designated with overall accountability and responsibility for decision making in relation to the data set, data collection and / or application allocated and the ongoing capture, compliance, development, management, care and maintenance of data to support business needs.	Data and application custodianship, roles and responsibilities January 2019
Data element	A unit of data for which the definition, identification, representation and permissible values are specified by means of a set of attributes.	ISO/IEC 11179-1:2004 International technology – Metadata Registries (MDR)
Data management	<p>Data management is concerned with valuing and managing data as a strategic asset of government with the same rigour as that applied to other strategic assets.</p> <p>Data management includes:</p> <ul style="list-style-type: none"> data modelling data integration redress mechanisms data quality and integrity data cleansing data de-duplication data capture data migration data conversion and data transformation. 	Data Management Policy 2014
Data supply requirement	Specifies a group of data elements and the conditions under which this group is supplied.	Data Supply Requirement Template Guidelines and Attribute Definitions

Version control

Version	Date	Comments
0.1	01/10/2019	Approved for publishing.