

I need to provide data to the SSB Linkage Team. What now?


What format should I use?


Text based files are preferred such as .csv or .txt. Microsoft Excel files are also acceptable. If you have any questions, please check with the Data Linkage Team (HSBresearch@health.qld.gov.au).

Data files containing patient details must always be [password protected](#) when they are being provided to the Data Linkage Team. If we receive patient details that are not password protected, we consider these files not secure and the files will be deleted.

What should the dataset contain for successful linkage?

Linkage will be more efficient if the dataset has a full complement of linking variables with complete and valid data for the all relevant fields.

	Necessary for linkage	Additional information that will improve linkage quality if available
	Study ID	UR Number & Facility ID (very useful for linkage if available)
	First name	Street address
	Last name	Suburb
	Date of birth	Postcode
	Sex	Key date/s for project (e.g. Admission/discharge date, date of consent, date of vaccination)
		Other names, Other addresses

	Factors that will reduce the linkage quality
	Incomplete/incorrect information
	Empty cells that should contain information
	Incorrect spelling

Should I include content data?

The Linkage Team only needs to receive identifiers for linkage purposes. Content data used for analysis are not required for linkage to occur. *If* content data are provided, the project ID in the linkage data must be consistent with the project ID in the content data to enable matching.

How should I transfer the data?

There are different options for clients depending on whether you are internal or external to Queensland Health (QH). Please note that data needs to be [password protected](#) before any transfer occurs regardless of the method of data transfer.

Internal QH clients may use QH network pathways for sending and receiving data such as e-mail, Skype and OneDrive. [Kiteworks](#) is also available for use by QH internal clients (if the client requesting data has purchased a Kiteworks licence or of the party can nominate a non-QH e-mail address).

SSB's preferred option for **external QH** clients is to send and receive data via the QH secure portal Kiteworks. The Data Linkage team can email a link to the client to allow upload to or download from Kiteworks. External clients can also use email and if no other options are available then secure physical media such as portable hard drives or disks may be used.

What about other linked datasets for my project?

Not all linkage datasets can be provided to the Data Linkage Team by the researcher or client. Some approved datasets must be provided by the relevant Data Custodian directly to the Data Linkage Team. It is the *responsibility of the researcher* to follow up *all* datasets required for their project, including those provided by other Data Custodians.

What about data in SURE?

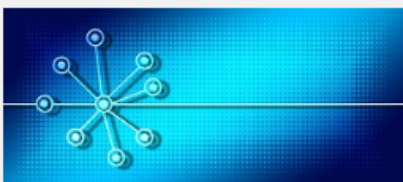
If your project involves the linkage of Commonwealth data such as the Pharmaceutical Benefits Scheme (PBS) or the Medicare Benefits Schedule (MBS) then it is likely that you will be required to use [SURE](#). Please note that there are [costs](#) associated with using SURE.

The Data Linkage Team can upload approved datasets into SURE for your project. To allow this to happen you will need to:

1. Provide to SURE the email address and name of the Data Linkage Team staff member who will be uploading your approved data to the SURE workspace; and
2. Provide the SURE Workspace name to the Data Linkage Team (HSBresearch@health.qld.gov.au).

You may also be interested in the Data Linkage Training Resources. Click on the link below <https://www.health.qld.gov.au/hsu/link/training/data-linkage-training-resources>

Data Linkage Training Resources



These resources are provided by the Statistical Analysis and Linkage Unit, Queensland Health for researchers and users of linked data.