

# Statistical and corporate data standardisation

Department of Health Standard  
QH-IMP-469-1

## 1. Statement

Data standardisation supports improvement to the quality and consistency of data, promotes reuse of data elements, facilitates exchange of information across applications, and enables data sharing so that all who use the data can clearly understand the meaning regardless of how the data is collected, stored or reported.

This standard identifies the requirements for the standardisation of statistical and/or corporate data in accordance with Department of Health data standards.

## 2. Scope

Compliance with this standard is mandatory for all Data and Application Custodians, or their delegates, that collect statistical and/or corporate data.

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 develop and maintain statistical and corporate data standards applies to data sets, data collections and applications that collect and/or supply data for non-clinical care purposes (e.g. statistical reporting, finance, human resources, assets management, etc.) and meet one or more of the following criteria:
  - is a state-wide data collection
  - is proposing changes that affect existing approved data standards
  - is proposed to enable Queensland Health to collect and/or report data for a National Minimum Data Set or National Best Endeavours Data Set
  - contains data elements that have the potential to become state-wide or national standards.
- Data Custodians shall ensure that data sets, data collections and applications are compliant with approved data standards, or work towards achieving compliance, or obtain a dispensation from compliance.
- Data and Application Custodians shall obtain sign off on proposed statistical and/or corporate data elements by the Statistical Services Branch, Strategy, Policy and Planning Division prior to any tender, acquisition, development or production release for new applications that capture statistical and/or corporate data.
- Data and Application Custodians shall work with Statistical Standards and Strategies Unit, Statistical Services Branch to develop statistical and/or corporate data standards.
- Data and Application Custodians shall ensure that application development projects make the appropriate provision of resources for the required data standards compliance assessment and/or standards development.

- Clinical data standards, representing data defined, recorded or displayed to support direct client care and healthcare provider communications such as clinical documentation and discharge summaries, that are in scope for national statistical reporting (i.e. National Minimum Data Set or National Best Endeavours Data Set) shall be referred to Statistical Services Branch for review prior to stakeholder consultation.
- Key stakeholders shall be consulted as part of the information management governance process for statistical and corporate data standards.
- Application Custodians shall ensure that applications source reference data from the Queensland Health Corporate Reference Data System (CRDS), where available. The CRDS is the approved repository that holds standardised reference data for use in Queensland Health data sets, data collections and applications.
- Data and Application Custodians shall ensure that metadata for the allocated data set, data collection and application are identified, captured and published in the Queensland Health Data Dictionary (QHDD). The QHDD is the approved repository for Queensland Health data standards.
- Data users should reference the QHDD to understand concepts used in Queensland Health and ensure any data outputs represent those concepts in a consistent way.

### **3.1 Using statistical and corporate data standards**

Statistical and corporate data standards shall be used to:

- guide the configuration and use of data sets, data collections and applications that provide, collect or report data
- guide the capture and management of data in data sets, data collections and applications in any medium
- align with national and international developments in the domain
- enable Queensland Health to meet data reporting requirements
- support consistency and integrity of information collection and recording of statistical and corporate data across Queensland Health.

### **3.2 Governance**

- Statistical and corporate data standards shall be endorsed by the Statistical Data Standards Working Group (SDSWG) and approved by the Information Management Strategic Governance Committee (IMSGC).
- Requests for dispensation for compliance shall be endorsed by the Statistical Data Standards Working Group (SDSWG) and approved by the Information Management Strategic Governance Committee (IMSGC).
- Statistical Standards and Strategies Unit shall co-ordinate the governance process for the submission of proposed statistical and corporate data standards.
- Statistical Standards and Strategies Unit shall manage the inclusion of statistical and corporate data standards in the QHDD.
- Statistical and corporate data standards and requests for dispensation maybe endorsed by other working groups such as Enterprise Location Data Standards Working Group (ELDSWG) or other specific working group and approved by the Information Management Strategic Governance Committee (IMSGC).

### **3.3 Out of scope**

The following are out of scope for the Statistical and corporate data standardisation Standard:

- Clinical data standards – see Clinical data standardisation Standard
- Data supply requirement data elements – see Data supply requirements documentation Standard.

## 4. Legislation

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

## 5. Supporting documents

Documents:

- Clinical data standardisation Standard
- 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
- Department of Health Strategic Plan 2016-2020 (2017 Update)
- Digital Health Strategic Vision for Queensland 2026
- Enterprise Information Architecture Standard 2015
- Information Management Framework 2017
- Information Management Strategic Governance Committee (IMSGC) Terms of Reference 2018
- Procedure for Developing Statistical and Corporate Data Standards (new version in development)
- Statistical Data Standards Working Group (SDSWG) Terms of Reference 2018
- Queensland Health Information Management Strategy and Roadmap

Applications:

- Corporate Reference Data System (CRDS)
- Queensland Health Data Dictionary (QHDD)/Queensland Health Information Knowledgebase (QHIK)

## 6. Definitions

Term	Definition	Source
Application	A software system deployed by the agency which has part of an agency's business process embedded with it.	Data and application custodianship, roles and responsibilities January 2019
Application Custodian	A position designated with overall accountability and responsibility for decision making in relation to the ongoing development, management, compliance, care and maintenance of an application to support business needs.	Data and application custodianship, roles and responsibilities January 2019
Data	The representation of facts, concepts or instructions in a formalised (consistent and agreed) manner suitable	Data and application custodianship, roles and

Term	Definition	Source
	<p>for communication, interpretation or processing by human or automatic means. Typically comprised of numbers, words or images.</p> <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>	responsibilities January 2019
Data Collection	<p>The systematic gathering of data designed to address a specific set of business needs which may be from various sources, including manual entry into application(s), questionnaire(s), interview(s), observation, existing record(s) and electronic device(s).</p> <p>A data collection is a type of data set for a specific named purpose.</p> <p>Supports clinical care, funding, management, planning, monitoring, improvement, research and evaluation of health and health services.</p>	Data and application custodianship, roles and responsibilities January 2019
Data Custodian	<p>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.</p>	Data and application custodianship, roles and responsibilities January 2019
Data element	<p>A unit of data for which the definition, identification, representation and permissible values are specified by means of a set of attributes.</p>	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"> <li>data modelling</li> <li>data integration</li> <li>redress mechanisms</li> <li>data quality and integrity</li> <li>data cleansing</li> <li>data de-duplication</li> <li>data capture</li> <li>data migration</li> <li>data conversion and</li> <li>data transformation.</li> </ul>	Data Management Policy 2014

Term	Definition	Source
Data set	A set of data items that is collected for a specific purpose. A data set may comprise a smaller grouping (or subset) of data which, though limited by some constraint or feature type, is located physically within a larger data set.	Data and application custodianship, roles and responsibilities January 2019
Data user	The end user of Data, those who use Data for reference, or as input to solve problems and/ or make decisions.	Data and application custodianship, roles and responsibilities January 2019
Dispensation	Seeking an exemption from the mandatory conditions of the relevant authority instrument.	Enterprise Architecture dispensation policy
Standard	The metadata item will go, or has been, through the Queensland Health information governance process (i.e. approved by the Information Management Strategic Governance Committee (IMSGC) for use as a Queensland Health standard).	QHDD Data Element Template Guidelines and Attribute Definitions
State-wide	Is of Queensland Health significance or impacts more than one HHS and/or Department of Health.	Data and application custodianship, roles and responsibilities January 2019

## Version Control

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