



**Australian Government**

**Department of Health  
and Aged Care**

# **WORK WITH OSR DATA VALIDATION RULES IN THE HEALTH DATA PORTAL**

30 OCTOBER 2023

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## About This Guide

This user guide is designed to provide health service users with instructions on how to work with the AIHW OSR data validation rules that have been implemented in the Health Data Portal as part of the OSR reporting data asset submission workflow process.

This guide will go through each of the OSR activities/sections health services are funded to report on through the Data Portal, and detail each of the data validation flags that could potentially appear for each of the sections of the form.

The screenshots included in the guide for each activity will identify, where possible, what actions need to be taken (including the cells that need to be amended where applicable) to address each validation issue message that appears so health service users are able to resolve each issue and move on to the next step of the process.

## Version History

This section details the different versions of this user guide and what they contain, allowing you to decide if/when you need to download an updated version of the guide for your use.

| <b>Version Number</b> | <b>Date</b>     | <b>Change</b>    |
|-----------------------|-----------------|------------------|
| 1.0                   | 30 October 2023 | Original version |
|                       |                 |                  |
|                       |                 |                  |
|                       |                 |                  |

## Data Validation Issue Overview




When a health service submits their OSR data in the Data Portal either through “direct load” from their CIS or enters it into the Data Portal manually, data validation will be run over their data using the rules specified by the AIHW. If any of these data validation rules have been broken in the health service’s data submission, data validation flags will be added to the applicable sections of the health service’s OSR form.

Once this occurs, the health service will be asked to go into their data asset in the Data Portal and address each data validation flag that has appeared. For each validation flag that has been added to the data asset, the user will be asked to either amend the values in the indicator the validation flag refers to or add a response to the flag to explain the values.

There are several different validation flags that can appear in the OSR form, and it can be difficult at times for the user to know exactly what needs to be done. This can be even more difficult when a validation flag relates to more than one section of the form.

To assist health services with resolving their data validation issues, this user guide looks at each of the data validation flags that could appear for each section of the OSR form and provides advice for the user on how to resolve the issue and remove the flag.

Before each of the sections of the form and their validation flags are addressed, there are a couple of things that should be noted:

- Regardless of the data validation flag that appears in the OSR form, a user will always have the option of responding to the flag rather than amending the values that have been identified as needing to be changed. This can be done by selecting  next to the applicable validation flag in the *Navigations Tray*.
- If a user is ever unsure which cell(s) on a tab particular data validation flag refers to, they can select  to highlight the cell(s) in question. Each of the screenshots in this guide, have utilised  to highlight the fields in question in red.

## Working with linked sections

There are some sections of the OSR form in the Data Portal that are linked. This means that if you change a value in one section, it may have an impact on a value in another section and may generate a data validation flag for each of the impacted sections.

The table below lists each of the sections on the OSR form, the sections they are linked to and how they are linked. This will assist health services in identifying the impact making a change to a value in a particular section of the form will have on other sections of the form.

| <b>Form Section</b>       | <b>Linked To</b>        | <b>Link Type</b>  |
|---------------------------|-------------------------|---|
| <b>Clinic Information</b> | <b>Client numbers</b>   | The total number of clients for the different clinics does not match the total number of clients on the <i>Client numbers</i> tab |
| <b>Episodes of care</b>   | <b>Client numbers</b>   | The number of episodes of care is less than the number of clients   |
|                           |                         | The number of episodes care is greater than 0 while the number of clients = 0   |
|                           |                         | The number of episodes of care equals the number of clients   |
|                           | <b>Client contacts</b>  | The number of episodes of care equals the number of client contacts (excluding transport contacts)                                |
| <b>Client contacts</b>    | <b>Episodes of care</b> | The total number of client contacts (excluding transport contacts) is less than the total number of episodes of care              |
| <b>Client numbers</b>     | <b>Episodes of care</b> | The number of episodes of care is less than the number of clients   |
|                           |                         | The number of episodes care is greater than 0 while the number of clients = 0   |
|                           |                         | The number of episodes of care equals the number of clients   |

## OSR Validation Issues by Section

This section of the user guide looks at the different sections of the Health Data Portal OSR form and the different data validation rules that are applied to each section. The information below will detail the different data validation flags that will be generated when a data validation rule is breached by a health service's data. In addition, it will also detail what the health service user needs to do to address the data validation flag and resolve the applicable data breach.

### Organisation Profile

#### Organisation Profile

Organisation Name

**Physical Location** [Update Address](#)

Address Line 1

Address Line 2

Suburb

State

Post Code

**Accreditation**

Does your organisation have current clinical RACGP standards accreditation?  Yes  No

Does your organisation have current organisational accreditation (QIC/ISO/ACHS/NSQHS Standards)?  Yes  No

Does your organisation have any other relevant accreditations?  Yes  No

**Reporting**

Who is your organisation's contact for OSR reporting?

First Name

Last Name

Email Address

Phone

Mobile

Current User Status

**Smoke Free Workplace**

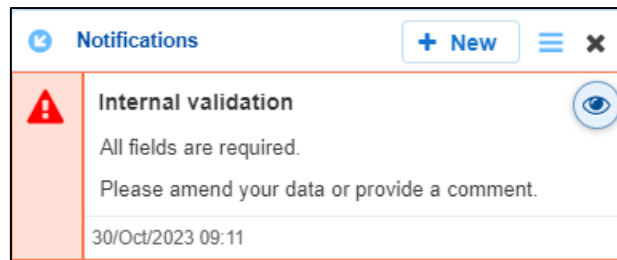
Is your organisation a smoke-free workplace or implementing smoke-free policies?  Yes  No



## Issue 1 – Example 1 - A selection has not been made

Accreditation ⓘ

Does your organisation have current clinical RACGP standards accreditation?  Yes  No



**AIHW rule:** OVR-OP07-A - IF no value selected

THEN 'All fields are required.

Please amend your data or provide a comment'

**Issue:** You have not made a selection regarding your organisation's RACGP accreditation, for example

**Action required if values need amending:** Select either **Yes** or **No** in the Does your organisation have current clinical RACGP standards accreditation? question

## Issue 2 – Example 2 – A cell has been left blank

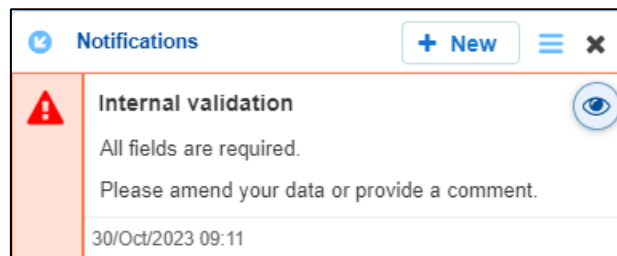
Accreditation ⓘ

Does your organisation have current clinical RACGP standards accreditation?  Yes  No

What is the name of the accreditation agency and accreditation expiry date?

Name

Expiry Date



**AIHW rule:** OVR-OP08-A - IF displayed and no value selected/entered

THEN 'All fields are required.

Please amend your data or provide a comment'

**Issue:** You have answered **Yes** to the *Does your organisation have current clinical RACGP standards accreditation?* question but have not entered any details regarding the accreditation

**Action required if values need amending:** Please enter information regarding your organisation's RACGP accreditation into the *Name* and *Expiry Date* cells


**Issue 3 – Accreditation expiry date is in the past**

**Accreditation** ⓘ

Does your organisation have current clinical RACGP standards accreditation?  Yes  No

What is the name of the accreditation agency and accreditation expiry date?

|             |             |
|-------------|-------------|
| Name        | Test Agency |
| Expiry Date | 30/06/2020  |

**Internal validation**

RACGP Standards Accreditation  
Expiry Date can not be before Today's  
Date.  
Please amend your data.

---

30/Oct/2023 09:14

**AIHW rule:** OVR-AP08-C - IF Expiry Date in the past,

THEN 'RACGP Standards Accreditation Expiry Date can not be before Today's Date.

Please amend your data'.

**Issue:** The expiry date you have selected is in the past

**Action required if values need amending:** Select a date in the future from the calendar available in the **Expiry Date** cell

**Action required if values need amending:** Please enter information regarding your organisation's accreditation into the **Name** and **Expiry Date** cells

## Governance

### Issue 1 – Example 1 - A selection has not been

**Governing Committee or Board**

Does your organisation have a Governing Committee or Board?  Yes  No

**Notifications** + New

**Internal validation**

All fields are required.

Please amend your data or provide a comment.

30/Oct/2023 09:11

**AIHW rule:** OVR-OP22-A - IF NULL

THEN 'All fields are required.

Please amend your data or provide a comment'

**Issue:** You have not selected regarding whether your organisation has a governing committee or board

**Action required if values need amending:** Select either **Yes** or **No** in the *Does your organisation have a Governing Committee or Board?* question

### Issue 1 – Example 2 – Cells have been left blank

Do you know any further details about the Committee or Board?  Yes  No

Are details of the members of the Board for your organisation published on your website?  Yes  No

How many of the Board members were Aboriginal or Torres Strait Islander people as at 30 June 2023?

Has the performance of your Board been evaluated in the past two years ending 30 June 2023?  Yes  No

Did any members of the Board receive training to assist in their role in the year ending 30 June 2023?  Yes  No

Does the Board include non-member independent directors?  Yes  No

Have any current Governing Committee or Board members (including non-member independent directors) been specifically appointed for a skill set?  Yes  No

**Notifications** + New

**Internal validation**

All fields are required.

Please amend your data or provide a comment.

30/Oct/2023 09:11

**AIHW rule:** OVR-OP23-A - IF displayed and no value entered

THEN 'All fields are required.

Please amend your data or provide a comment'

**Issue:** You have not completed one or more of the cells/fields under "Do you know any further details about the Committee or Board?"



**Action required if values need amending:** Complete each of the cells/fields as needed

## Issue 2 – The number of Indigenous Board Members you have entered is larger than your total number of Board Members

| Role   | Name            | Community they represent | Relevant Skills | Date commenced in role |
|--|-----------------|--------------------------|-----------------|------------------------|
| <input checked="" type="checkbox"/> Chairperson        | William Snead   | Lavington                | Facilitation    | 01/10/2023             |
| <input checked="" type="checkbox"/> Deputy Chairperson | Melanie Edwards | Lavington                | Facilitation    | 01/10/2023             |
| <input checked="" type="checkbox"/> Director           | Sean Jackson    | Lavington                | Facilitation    | 01/10/2023             |
| <input checked="" type="checkbox"/> Director           | Paul Fitzgerald | Lavington                | Facilitation    | 01/10/2023             |

[+ Add Row](#)

How many of the Board members were Aboriginal or Torres Strait Islander people as at 30 June 2023?

 **Internal validation** 

How many of the Board members were Aboriginal or Torres Strait Islander people as at 30 June 2023 (Value=5) can not be greater than Total number of Board members (Value=4).  
Please amend your data or provide a comment.

30/Oct/2023 09:42


**AIHW rule:** OVR-OP24-B - IF <value> IS GREATER THAN the Total number of Board members THEN 'How many of the Board members were Aboriginal or Torres Strait Islander people as at 30 June 20yy? (Value = x) cannot be greater than Total number of Board members (Value = x). Please amend your data or provide a comment

**Issue:** The value you have entered for Indigenous Board Members is higher than the value entered for all Board Members

**Action required if values need amending:** Amend the value to ensure it is equal to or smaller than the total number of Board Members for your organisation

## Issue 3 – The specified number of independent Board Members is larger than your total number of Board Members

How many non-member independent directors are on the Board?

 **Internal validation**

How many non-member independent directors are on the Board? (Value=5) can not be greater than Total number of Board members (Value=4).  
Please amend your data or provide a comment.

30/Oct/2023 09:46

**AIHW rule:** OVR-OP28-B - 'How many independent (skills based) members are on the Board?' (Value = x)

Can not be greater than 'Total number of Board members?' (Value = y)

Please amend your data or provide a comment.

**Issue:** The number of independent Board Members you have entered is more than your total specified number of Board Members

**Action required if values need amending:** Amend your values so the number of independent Board Members is less than your total number of Board Members

# Clinic Information

**Clinic Information**
Update Clinic sites

Please verify and update details about your clinics.

Our information indicates that you have the following clinical service delivery location(s).

---

Main Clinic

ALBURY WODONGA ABORIGINAL HEALTH SERVICE INCORPORATED
AWAITING COMPLETION

644 Daniel Street, Glenroy, NSW 2640

**Opening Hours**

Do you offer 24-hour emergency care at this clinic?  Yes  No

What days of the week are services available at this clinic?

| Day                                | Opening Time         | Closing Time         |
|------------------------------------|----------------------|----------------------|
| <input type="checkbox"/> Monday    | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> Tuesday   | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> Wednesday | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> Thursday  | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> Friday    | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> Saturday  | <input type="text"/> | <input type="text"/> |

**Issue 1 – You have not completed one/some/all of the cells on the Clinic Information tab**

**Opening Hours**

Do you offer 24-hour emergency care at this clinic?  Yes  No

What days of the week are services available at this clinic?

| Day                                | Opening Time         | Closing Time         |
|------------------------------------|----------------------|----------------------|
| <input type="checkbox"/> Monday    | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> Tuesday   | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> Wednesday | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> Thursday  | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> Friday    | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> Saturday  | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> Sunday    | <input type="text"/> | <input type="text"/> |

**Catchment Areas**

Please detail the catchment areas serviced by this clinic e.g., Indigenous Areas (IARE), Local Government Areas (LGA) or Statistical Area Level 2 (SA2).

!

**Internal validation**

All fields are required.

Please amend your data or provide a comment.

27/Oct/2023 13:41

**AIHW rule:** OVR-OP4-A – viewable and no values selected  
 THEN 'All fields are required'

Please amend your data or provide a comment'

**Issue:** You have not completed each of the cells on the *Clinic Information* tab

**Action required if values need amending:** Ensure you have completed each of the cells on the *Clinic Information* tab

**Issue 2 – Times not in the correct format**

**Opening Hours**

Do you offer 24-hour emergency care at this clinic?  Yes  No

What days of the week are services available at this clinic?

| Day  | Opening Time | Closing Time |
|--|--------------|--------------|
| <input checked="" type="checkbox"/> Monday | 0900         | 17:00        |

**Internal validation**

Field: Opening Time (Value=0900) should be between 00:00 and 23:59.  
Please amend your data or provide a comment.

30/Oct/2023 10:04

**AIHW rule:** 'Field: Opening Time should be between 00:00 and 23:59

Please amend your data or provide a comment'

**Issue:** You have entered a time that is not in the format specified by the rule

**Action required if values need amending:** Ensure the times you have entered are all in the correct format

**Issue 3 – The client numbers you have entered for your sites do not match your service’s total client numbers**

**Client Numbers**

Please provide an estimate of the number of clients seen at this clinic

| Client Numbers (whole organisation) ⓘ             | Total - all clinics ⓘ | Total - whole organisation ⓘ |
|---|-----------------------|------------------------------|
| Aboriginal and Torres Strait Islander Clients     | 1000                  | 1668                         |
| Non Aboriginal and Torres Strait Islander Clients | 100                   | 233                          |
| Unknown Clients                                   | 5                     | 10                           |
| Total Clients (whole organisation)                | 1105                  | 1911                         |

**Internal validation**

The number of Aboriginal and Torres Strait Islander Clients entered for your locations is 1000 which does not equal the total number of Aboriginal and Torres Strait Islander Clients recorded for your Health Service of 1668. Please amend the number of Aboriginal and Torres Strait Islander Clients at your locations before continuing.

30/Oct/2023 12:28

**Issue:** The client numbers you have entered in the different **Total – this clinic** cells do not match the values in the **Total – whole organisation** cells

**Action required if values need amending:** Amend the values so the client numbers you have entered in the different **Total – this clinic** cells match the values in the **Total – whole organisation** cells

## Episodes of Care (Activity Profile)

Episodes of Care
ACTIVITY PROFILE

How many Episodes of Care were provided by your organisation during the period?

|   | Male clients | Female clients | Gender not recorded | Total |
|---|--------------|----------------|---------------------|-------|
| Aboriginal and Torres Strait Islander clients                   | 2            | 2              | 2                   | 6     |
| Non-Aboriginal and Torres Strait Islander clients               | 2            | 2              | 2                   | 6     |
| Aboriginal and Torres Strait Islander status of clients unknown | 2            | 2              | 2                   | 6     |
| <b>TOTAL</b>  | 6            | 6              | 6                   | 18    |

Are the Episode of Care figures an estimate only?  Yes  No

### Issue 1 – Cells have been left blank

Episodes of Care
ACTIVITY PROFILE

How many Episodes of Care were provided by your organisation during the period?

|   | Male clients | Female clients | Gender not recorded | Total |
|---|--------------|----------------|---------------------|-------|
| Aboriginal and Torres Strait Islander clients |              |                |                     | 0     |

**Internal validation**

All fields are required.  
Please amend your data or provide a comment.

30/Oct/2023 12:35

**AIHW rule:** OVR-AP1a-A - IF no value entered

THEN 'All fields are required.

Please amend your data or provide a comment'

**Issue:** You have not entered episodes of care values for particular clients or answered the "Are the Episodes of care figures an estimate only?" question

**Action required if values need amending:** Enter a numeric value in all cells and answer the "Are the Episodes of care figures an estimate only?" question

## Issue 2 – Episodes of Care value is less than corresponding Client number value

**Episodes of Care** ACTIVITY PROFILE

How many Episodes of Care were provided by your organisation during the period?

|   | Male clients | Female clients | Gender not recorded | Total |
|---|--------------|----------------|---------------------|-------|
| Aboriginal and Torres Strait Islander clients | 26           | 7478           | 0                   | 7504  |

**Internal validation** 👁

For Row: Total; Column: Male clients

- the number in Client Numbers (Value=769) should not be more than
- the number in Episodes of Care (Value=26)

Please amend your data or provide a comment.

30/Oct/2023 12:46

**AIHW rule:** OVR-AP1a-D IF (value)

IS LESS THAN

(corresponding value in Client Numbers tab)

THEN 'Row: <row name>; Column: <column name>

- the number in Client Numbers (Value = x) should not be more than
- the number of Episodes of Care (Value = y).

Please amend your data or provide as comment

**Issue:** One of your Episodes of care values is less than the corresponding value in the Client Numbers tab

**Action required if values need amending:** Amend your value so it is larger than the corresponding value on the Client Numbers tab. Alternatively you can go to the Client Numbers tab and amend the applicable value, so it is lower than the Episodes of Care value in question



This rule applies the same for all *Non-Aboriginal and Torres Strait Islander clients* and *Aboriginal and Torres Strait Islander status of clients unknown* cells.



**Issue 3 – An Episodes of care value is 0**

**Episodes of Care** ⓘ
ACTIVITY PROFILE ⓘ

How many Episodes of Care were provided by your organisation during the period?

|   | Male clients                   | Female clients                 | Gender not recorded            | Total                          |
|---|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| Aboriginal and Torres Strait Islander clients                   | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Non-Aboriginal and Torres Strait Islander clients               | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Aboriginal and Torres Strait Islander status of clients unknown | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |

**Internal validation**

The field value/s are 0.  
Please confirm your data is correct or, if necessary, amend your data.

30/Oct/2023 12:49

**AIHW rule:** OVR-AP1a-E IF (value) = 0  
THEN 'The field value/s are 0.'

Please confirm your data is correct or, if necessary, amend your data'.

**Note:** All instances of 0 are grouped into one data validation flag and the flag does not apply to *Gender not recorded* cells

**Issue:** There is an episodes of Care value that is 0

**Action required if values need amending:** If the value has been entered as 0 incorrectly, amend the values so it is 1 or more. If the 0 value is correct, then respond to the validation flag explaining why the value(s) is 0



This rule applies the same for all *Non-Aboriginal and Torres Strait Islander clients* and *Aboriginal and Torres Strait Islander status of clients unknown* cells.


## Issue 4 – Episodes of care values equal corresponding Client Numbers values

### Episodes of Care tab

| Episodes of Care <span>ⓘ</span> <span>ACTIVITY PROFILE</span>                   |                                |                                |                                |                                |
|---|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| How many Episodes of Care were provided by your organisation during the period? |                                |                                |                                |                                |
|   | Male clients                   | Female clients                 | Gender not recorded            | Total                          |
| Aboriginal and Torres Strait Islander clients                                   | <input type="text" value="3"/> | <input type="text" value="1"/> | <input type="text" value="1"/> | <input type="text" value="5"/> |

### Client Numbers tab

|                    |                                |                                |                                |                                |
|--------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| 65 years and older | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| <b>TOTAL</b>       | <input type="text" value="3"/> | <input type="text" value="1"/> | <input type="text" value="1"/> | <input type="text" value="5"/> |

| Internal validation   |   |
|---|---|
|  | <p>For Row: Total; Column: Male clients</p> <ul style="list-style-type: none"> <li>the number in Client Numbers (Value=0)</li> </ul> <p>is often not equal to</p> <ul style="list-style-type: none"> <li>the number in Episodes of Care (Value=0)</li> </ul> <p>Please amend your data or provide a comment.</p> <p>30/Oct/2023 12:49</p> |

**AIHW rule:** OVR-AP1a-F - IF (value)

IS EQUAL TO

(corresponding value in Client Numbers tab)

THEN 'Row: <row name>; Column: <column name>

- The number in Client Numbers (Value = x)

Should not be equal to

- The number in Episodes of Care (Value = y)

Please amend your data or provide a comment

**Issue:** Each of the “*Aboriginal and Torres Strait Islander clients values*” values for Episodes of Care are equal to the corresponding values for Client Numbers

**Action required if values need amending:** Amend the values to ensure each the values on the Episodes of Care tab are higher than the corresponding values on the Client Numbers tab.



This rule applies the same for all *Non-Aboriginal and Torres Strait Islander clients* and *Aboriginal and Torres Strait Islander status of clients unknown* cells. These rules are OVR-AP1a-B and AP1a-B respectively


## Issue 5 – The average number of Episodes of Care per client is unexpectedly high (>15) or low (<1)

### Episodes of Care tab

| Episodes of Care <span style="float: right;">ACTIVITY PROFILE</span>            |              |                |                     |       |
|---|--------------|----------------|---------------------|-------|
| How many Episodes of Care were provided by your organisation during the period? |              |                |                     |       |
|   | Male clients | Female clients | Gender not recorded | Total |
| Aboriginal and Torres Strait Islander clients                                   | 300          | 1              | 1                   | 302   |
| Non-Aboriginal and Torres Strait Islander clients                               | 0            | 0              | 0                   | 0     |
| Aboriginal and Torres Strait Islander status of clients unknown                 | 0            | 0              | 0                   | 0     |
| <b>TOTAL</b>  | 300          | 1              | 1                   | 302   |

### Client Numbers tab

|                          |   |   |   |   |
|--------------------------|---|---|---|---|
| 60-64 years              | 0 | 0 | 0 | 0 |
| 65 years and older       | 0 | 0 | 0 | 0 |
| <b>TOTAL</b>             | 0 | 0 | 0 | 0 |
| <b>TOTAL ALL CLIENTS</b> | 3 | 1 | 1 | 5 |

| Internal validation   |   |
|---|---|
|  | <p>Row: Total All clients; Column: Gender not recorded</p> <ul style="list-style-type: none"> <li>the number in Episodes of Care (Value=20)</li> </ul> <p>divided by</p> <ul style="list-style-type: none"> <li>the number in Client Numbers (Value=1)</li> </ul> <p>should not be less than 1, and is often not greater than 15</p> <p>Please amend your data or provide a comment.</p> <p>30/Oct/2023 13:15</p> |

### AIHW rule: OVR-AP1a-G - IF (value)

divided by

(corresponding value in Client Numbers tab)

IS LESS THAN 1 OR GREATER THAN 15

THEN 'Row: <row name>; Column: <column name>

- The number in Episodes of Care (Value =x)

divided by

- The number in Client Numbers (Value = y)

Should not be less than 1 or greater than 15

Please amend your data or provide a comment

**Issue:** The total number of Episodes of Care for *Aboriginal and Torres Strait Islander male clients* is sixteen times the corresponding total of Client Numbers

**Action required if values need amending:** Amend the Episodes of Care value to ensure the average number of Episodes of Care for each *Aboriginal and Torres Strait Islander Male client* is less than fifteen



This rule applies the same for all *Non-Aboriginal and Torres Strait Islander clients*, *Aboriginal and Torres Strait Islander status of clients unknown* and *Totals* cells.

## Issue 6 – Number of Episodes of Care is higher than the corresponding total Client Contacts

### Episodes of Care tab

**Episodes of Care** ACTIVITY PROFILE

How many Episodes of Care were provided by your organisation during the period?

|   | Male clients | Female clients | Gender not recorded | Total |
|---|--------------|----------------|---------------------|-------|
| Aboriginal and Torres Strait Islander clients | 3            | 3              | 1                   | 7     |

### Client Contacts tab

|  |   |   |   |   |   |   |   |   |   |   |
|--|---|---|---|---|---|---|---|---|---|---|
| Physiotherapist                                      | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Podiatrist   | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Speech pathologist                                   | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Allied health other or not specified                 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| <b>Total of all Client Contacts (excl Transport)</b> | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

**Internal validation**

The number of episodes of care (Value=20) should not be more than

The total client contacts (excl Transport) (Value=0) for Gender not recorded Aboriginal and Torres Strait Islander clients.

Please amend your data or provide a comment.

30/Oct/2023 13:15

### AIHW rule: OVR-AP1a-M - IF (value) is MORE THAN

(corresponding value in “Total of all Client Contacts (excl Transport)’ on the Client Contacts tab THEN ‘The number of episodes of care (Value=x) should not be more than the total client contacts (excl Transport) (Value = y) for <gender> <ATSI status> clients

Please amend your data or provide a comment.’

NOTE: Do not apply this to the Total column.

**Issue:** The Episodes of Care Aboriginal and Torres Strait Islander clients “*Female clients*” value is larger than the total of Client Contacts for Aboriginal and Torres Strait Islander female clients

**Action required if values need amending:** Amend the values to ensure the Episodes of Care Aboriginal and Torres Strait Islander clients “*Female clients*” value is not more than the corresponding Client Contacts value

## Issue 7 – Total Episodes of Care are more than 120% or less than 80% of the Episodes of Care total from the last report

**Episodes of Care** ACTIVITY PROFILE

How many Episodes of Care were provided by your organisation during the period?

|   | Male clients                     | Female clients                   | Gender not recorded            | Total                            |
|---|----------------------------------|----------------------------------|--------------------------------|----------------------------------|
| Aboriginal and Torres Strait Islander clients                   | <input type="text" value="50"/>  | <input type="text" value="50"/>  | <input type="text" value="0"/> | <input type="text" value="100"/> |
| Non-Aboriginal and Torres Strait Islander clients               | <input type="text" value="50"/>  | <input type="text" value="50"/>  | <input type="text" value="0"/> | <input type="text" value="100"/> |
| Aboriginal and Torres Strait Islander status of clients unknown | <input type="text" value="50"/>  | <input type="text" value="50"/>  | <input type="text" value="0"/> | <input type="text" value="100"/> |
| <b>TOTAL</b>  | <input type="text" value="150"/> | <input type="text" value="150"/> | <input type="text" value="0"/> | <input type="text" value="300"/> |

**Internal validation**

There is a greater than 20% increase from last reporting round in Row: Total; Column: Total.

- The value for the previous reporting period was 14.
- The value for the current reporting period is 14344.

Please confirm your data is correct or, if necessary, amend your data.

27/Oct/2023 13:41

**AIHW rule:** OVR-AP1a-H - IF (value) is more than 120% or less than 80% of last reporting period's value

AND last reporting period value does NOT equal this reporting period value

THEN 'There IS a greater than 20% [increase] [decrease] from last reporting period in Row Grand Total

- The value for the previous reporting period was x
- The value for the current reporting period is y.

Please amend your data or provide a comment.'

**Issue:** There has been a 20% increase in the total number of Episodes of Care since the last reporting round

**Action required if values need amending:** Amend the values to ensure the total number of Episodes of Care for the current reporting round are less than 20% higher than the total number of Episodes of Care for the previous reporting round.

### Issue 8 – Episodes of Care are greater than client contacts

| Episodes of Care <span style="float: right;">ACTIVITY PROFILE</span>            |              |                |                     |            |
|---|--------------|----------------|---------------------|------------|
| How many Episodes of Care were provided by your organisation during the period? |              |                |                     |            |
|   | Male clients | Female clients | Gender not recorded | Total      |
| Aboriginal and Torres Strait Islander clients                                   | 50           | 50             | 0                   | 100        |
| Non-Aboriginal and Torres Strait Islander clients                               | 50           | 50             | 0                   | 100        |
| Aboriginal and Torres Strait Islander status of clients unknown                 | 50           | 50             | 0                   | 100        |
| <b>TOTAL</b>  | 150          | 150            | 0                   | <b>300</b> |

**Internal validation**

The grand total of episodes of care (Value=24344) should not be more than The grand total of client contacts (excl Transport) (Value=19058). Please amend your data or provide a comment.

30/Oct/2023 13:44

**AIHW rule:** OVR-AP1a-I - IF (value)

IS GREATER THAN

(Grand Total in Client Contacts (excl Transport) tab)

THEN 'The grand total of episodes of care (Value=x)

Should not be more than

The grand total of client contacts (excl Transport) (Value=y)

Please amend your data or provide a comment

**Issue:** Your total Episodes of Care are higher than your total Client Contacts

**Action required if values need amending:** Amend your total Episodes of Care values so they are equal to or lower than your total Client Contacts

# Client Contacts (Activity Profile)

| Client Contacts  |                                       |   |     |   |   |     |                     |   |     |       | ACTIVITY PROFILE |
|--|---------------------------------------|---|-----|---|---|-----|---------------------|---|-----|-------|------------------|
| How many client contacts were made by each type of worker from the organisation during the period?   |                                       |   |     |   |   |     |                     |   |     |       |                  |
|  | Aboriginal and Torres Strait Islander |   |     | Non-Aboriginal and Torres Strait Islander |   |     | Status not recorded |   |     | Total |                  |
|  | M                                     | F | U/N | M   | F | U/N | M                   | F | U/N |       |                  |
| Aboriginal and Torres Strait Islander Health Worker (ATSIHW)<br>(*ATSIHW providing transport without providing health care should be shown in 'Transport' below) | 0                                     | 0 | 0   | 0   | 0 | 0   | 0                   | 0 | 0   | 0     | 0                |
| Aboriginal and Torres Strait Islander Health Practitioner  | 0                                     | 0 | 0   | 0   | 0 | 0   | 0                   | 0 | 0   | 0     | 0                |
| Doctor - General Practitioner  | 0                                     | 0 | 0   | 0   | 0 | 0   | 0                   | 0 | 0   | 0     | 0                |
| Nurses   | 0                                     | 0 | 0   | 0   | 0 | 0   | 0                   | 0 | 0   | 0     | 0                |
| Midwives   | 0                                     | 0 | 0   | 0   | 0 | 0   | 0                   | 0 | 0   | 0     | 0                |
| Substance misuse / Drug and alcohol worker   | 0                                     | 0 | 0   | 0   | 0 | 0   | 0                   | 0 | 0   | 0     | 0                |
| Tobacco worker / Coordinator   | 0                                     | 0 | 0   | 0   | 0 | 0   | 0                   | 0 | 0   | 0     | 0                |
| Dentists / Dental therapists   | 0                                     | 0 | 0   | 0   | 0 | 0   | 0                   | 0 | 0   | 0     | 0                |
| Dental support (e.g. dental assistant /  | 0                                     | 0 | 0   | 0   | 0 | 0   | 0                   | 0 | 0   | 0     | 0                |

## Issue 1 –Some cells have been left blank

| Client Contacts  |                                       |                      |                      |   |                      |                      |                      |                      |                      |                      | ACTIVITY PROFILE |
|--|---------------------------------------|----------------------|----------------------|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|------------------|
| How many client contacts were made by each type of worker from the organisation during the period?   |                                       |                      |                      |   |                      |                      |                      |                      |                      |                      |                  |
| Health Workers   |                                       |                      |                      |   |                      |                      |                      |                      |                      |                      |                  |
|  | Aboriginal and Torres Strait Islander |                      |                      | Non-Aboriginal and Torres Strait Islander |                      |                      | Status not recorded  |                      |                      | Total                |                  |
|  | M                                     | F                    | U/N                  | M   | F                    | U/N                  | M                    | F                    | U/N                  |                      |                  |
| Aboriginal and Torres Strait Islander Health Worker (ATSIHW)<br>(*ATSIHW providing transport without providing health care should be shown in 'Transport' below) | <input type="text"/>                  | <input type="text"/> | <input type="text"/> | <input type="text"/>                      | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0                |

**Internal validation**

All fields are required.

Please amend your data or provide a comment.

04/May/2021 09:22

**AIHW rule:** OVR-AP2-A - IF no value entered

THEN 'All fields are required

Please amend your data or provide a comment'

**Issue:** You have not entered any client contacts for Aboriginal and Torres Strait Islander Health Workers

**Action required if values need amending:** Enter a numeric value in all Aboriginal and Torres Strait Islander Health Worker cells



This rule applies the same for all *Non-Aboriginal and Torres Strait Islander clients* and *Aboriginal and Torres Strait Islander status of clients unknown* cells. These rules are OVR-AP2-B and AP2-C respectively

**Issue 2 – Totals for a particular worker grouping (except Transport Workers) are greater than zero but corresponding values on the Workforce Profile tabs are zero**

**Client Contacts tab**

|           |   |    |   |   |   |   |   |   |   |    |
|-----------|---|----|---|---|---|---|---|---|---|----|
| Dietician | 6 | 27 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 35 |
|-----------|---|----|---|---|---|---|---|---|---|----|

**Internal validation**

Row: Dietician; Column: Total the number in Client Contacts (Value=35) does not contain a corresponding entry on any of the Workforce tabs.

Please amend your data or provide a comment.

30/Oct/2023 13:49

**AIHW rule:** OVR-AP2-N - IF (value) > 0

AND there is no corresponding entry on any of the Workforce Profile tabs\* which contains a non-zero value

THEN 'Row: <row>; Column: <column. The number in Client Contacts (Value=<value>) does not contain a corresponding entry on any of the Workforce tabs.

Please amend your data or provide a comment'

**Issue:** You have recorded client contacts for a Dietician but haven't yet recorded any FTE values for Dieticians in any of the Workforce Profile tabs

**Action required if values need amending:** Ensure you have entered the applicable FTE values for the worker type in the appropriate Workforce Profile tab



This rule also applies the same for the *Transport Workers, Medical Specialists, Social and Emotional Wellbeing Staff/Counsellors* and *Allied Health Professionals* sections of the Client Contacts tab

**Issue 3 – Totals for a particular worker grouping (except Transport Workers) divided by the sum of all corresponding values on the Workforce Profile tabs, divided by 230, are greater than 30**


**Client Contacts** ACTIVITY PROFILE

How many client contacts were made by each type of worker from the organisation during the period?

**Health Workers**

|   | Aboriginal and Torres Strait Islander   |   |     | Non-Aboriginal and Torres Strait Islander |   |     | Status not recorded |   |     | Total |
|---|---|---|-----|---|---|-----|---------------------|---|-----|-------|
|   | M   | F | U/N | M   | F | U/N | M                   | F | U/N |       |
|   | Aboriginal and Torres Strait Islander Health Worker (ATSIHW)<br><small>(*ATSIHW providing transport without providing health care should be shown in 'Transport' below)</small> | 0 | 0   | 0   | 0 | 0   | 0                   | 0 | 0   |       |
| Aboriginal and Torres Strait Islander Health Practitioner | 0   | 0 | 0   | 0   | 0 | 0   | 0                   | 0 | 0   | 0     |
| Doctor - General Practitioner                             | 15000   | 0 | 0   | 0   | 0 | 0   | 0                   | 0 | 0   | 15000 |



|   |  |
|---|--|
|  | <p><b>Internal validation</b></p> <p>The number of Client Contacts per day for Dietician is greater than 30.</p> <p>This is calculated by dividing Total Client Contacts</p> <ul style="list-style-type: none"> <li>the number in Client Contacts (Value=150000)</li> </ul> <p>By the sum of</p> <ul style="list-style-type: none"> <li>the number in Paid FTE Positions (Value=1)</li> </ul> <p>Then dividing by 230 (working days in a year).</p> <p>Please amend your data or provide a comment.</p> <p>30/Oct/2023 14:07</p> |
|---|--|

**AIHW rule:** OVR-AP2-O – IF OVR-AP2-N has NOT been triggered for row

AND ((value)

DIVIDED BY

(SUM of corresponding values in Workforce Profile

Paid and Not Paid tabs\*))

DIVIDED BY 230

IS greater than 30

THEN 'The number of Client Contacts per day for <role/section> is greater than 30.

This is calculated by dividing Total Client Contacts

- the number in Client Contacts (Value=x)

By the sum of

- The number in Paid FTE Positions (Value=y)
- The number in Unpaid FTE Positions (Value =z)

Then dividing by 230 (working days in a year)

Please amend your data or provide a comment'



"Aboriginal and Torres Strait Islander Health Worker (ATSIHW) maps to both males and females. Other Health/Clinical staff does NOT exist in Workforce Profile, and as such is excluded from this validation

**Issue:** Your client contacts for a particular role are greater than 30 once the rule is applied

**Action required if values need amending:** Amend the applicable value(s) so it is lower than 30 once the rule is applied



This rule also applies the same for the *Transport Workers, Medical Specialists, Social and Emotional Wellbeing Staff/Counsellors* and *Allied Health Professionals* sections of the Client Contacts tab

### Issue 4 – The total number of Client Contacts (excluding transport contacts) is less than the total number of Episodes of Care

**Client Contacts tab**

|  |                                |                                |                                |                                |                                |                                |                                |                                |                                |                                |                                |
|--|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| Optometrist  | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Pharmacist   | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Physiotherapist                                      | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Podiatrist   | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Speech pathologist                                   | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Allied health other or not specified                 | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| <b>Total of all Client Contacts (excl Transport)</b> | <input type="text" value="5"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="5"/> |

**Episodes of Care tab**

| Episodes of Care <span>ACTIVITY PROFILE</span>                                  |                                |                                |                                |                                 |
|---|--------------------------------|--------------------------------|--------------------------------|---------------------------------|
| How many Episodes of Care were provided by your organisation during the period? |                                |                                |                                |                                 |
|   | Male clients                   | Female clients                 | Gender not recorded            | Total                           |
| Aboriginal and Torres Strait Islander clients                                   | <input type="text" value="3"/> | <input type="text" value="3"/> | <input type="text" value="1"/> | <input type="text" value="7"/>  |
| Non-Aboriginal and Torres Strait Islander clients                               | <input type="text" value="3"/> | <input type="text" value="3"/> | <input type="text" value="1"/> | <input type="text" value="7"/>  |
| Aboriginal and Torres Strait Islander status of clients unknown                 | <input type="text" value="3"/> | <input type="text" value="3"/> | <input type="text" value="1"/> | <input type="text" value="7"/>  |
| <b>TOTAL</b>  | <input type="text" value="9"/> | <input type="text" value="9"/> | <input type="text" value="3"/> | <input type="text" value="21"/> |

**Internal validation**

The grand total of episodes of care (Value=24344) should not be more than The grand total of client contacts (excl Transport) (Value=15). Please amend your data or provide a comment.

30/Oct/2023 14:09

**AIHW rule:** OVR-AP2-M IF (value) IS LESS THAN (corresponding value in Episodes of Care tab) THEN 'The number of episodes of care (Value=x) Should not be more than The total client contacts (excl Transport) (Value=y) For <gender> <ATSI status> clients Please amend your data or provide a comment.'

EG 'The number of episodes of care (Value = 100) Should not be more than The total client contacts (excl Transport) (Value=50)

For Female Aboriginal and Torres Strait Islander clients


Please amend your data or provide comment.'

**Issue:** The total number of *Aboriginal and Torres Strait Islander clients* Episodes of Care is higher than the number of *Aboriginal and Torres Strait Islander clients* Client Contacts

**Action required if values need amending:** Amend the values to ensure the total number of *Aboriginal and Torres Strait Islander clients* Episodes of Care is not greater than the number of *Aboriginal and Torres Strait Islander clients* Client Contacts

**Issue 5 – Total Client Contacts are more than 120% or less than 80% of the Client Contacts total from the last report**

|  |                                     |                                |                                |                                |                                |                                |                                |                                |                                |                                |                                     |
|--|-------------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|-------------------------------------|
| Pharmacist   | <input type="text" value="0"/>      | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/>      |
| Physiotherapist                                      | <input type="text" value="0"/>      | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/>      |
| Podiatrist   | <input type="text" value="0"/>      | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/>      |
| Speech pathologist                                   | <input type="text" value="0"/>      | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/>      |
| Allied health other or not specified                 | <input type="text" value="0"/>      | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/>      |
| <b>Total of all Client Contacts (excl Transport)</b> | <input type="text" value="150000"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="1"/> | <input type="text" value="150001"/> |

 **Internal validation**

There is a greater than 20% increase from last reporting round in Row: Total of all Client Contacts (excl Transport); Column:Aboriginal and Torres Strait Islander(F).

- The value for the previous reporting period was 3.
- The value for the current reporting period is 15.

Please confirm your data is correct or, if necessary, amend your data.

30/Oct/2023 14:09

**AIHW rule:** OVR-AP2-P IF value is more than 120% or less than 80% of last reporting period's value

AND last reporting period value does NOT equal this reporting period value

THEN 'There is a greater than 20% [increase][decrease] from last reporting period in Row: Total; Column <column name>

- The value for the previous reporting period was x
- The value for the current reporting period is y.

Please amend your data or provide a comment'

**Issue:** Total Client Contacts are more than 120% of the Client Contacts values from the previous reporting round

**Action required if values need amending:** Amend the Client Contacts values so they are less than 120% larger than the corresponding values from the previous reporting round

## Client Numbers (Activity Profile)

**Client Numbers** ⓘ
ACTIVITY PROFILE ⓘ

How many individual clients were seen by your organisation during the period?

### Aboriginal and Torres Strait Islander clients

| Age                | Male clients                   | Female clients                 | Gender not recorded            | Total                          |
|--------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| 0-4 years          | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| 5-9 years          | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| 10-14 years        | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| 15-19 years        | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| 20-24 years        | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| 25-29 years        | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| 30-34 years        | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| 35-39 years        | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| 40-44 years        | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| 45-49 years        | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| 50-54 years        | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| 55-59 years        | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| 60-64 years        | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| 65 years and older | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| <b>TOTAL</b>       | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |

### Issue 1 - Cells have been left blank

**Client Numbers** ACTIVITY PROFILE

How many individual clients were seen by your organisation during the period?

**Aboriginal and Torres Strait Islander clients**

| Age         | Male clients         | Female clients       | Gender not recorded  | Total |
|-------------|----------------------|----------------------|----------------------|-------|
| 0-4 years   | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0     |
| 5-9 years   | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0     |
| 10-14 years | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0     |
| 15-19 years | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0     |
| 20-24 years | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0     |
| 25-29 years | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0     |
| 30-34 years | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0     |

**Internal validation**

All fields are required.  
Please amend your data or provide a comment.

27/Oct/2023 13:41

**AIHW rule:** OVR-AP3a-A - IF no value entered  
 THEN 'All fields are required  
 Please amend your data or provide a comment'

**Issue:** Cells on the tab have been left blank

**Action required if values need amending:** Ensure a numeric value has been entered in all cells

### Issue 2 – Client Numbers value is greater than the corresponding Episodes of Care value

|                    |   |   |   |   |
|--------------------|---|---|---|---|
| 55-59 years        | 0 | 0 | 0 | 0 |
| 60-64 years        | 0 | 0 | 0 | 0 |
| 65 years and older | 0 | 0 | 0 | 0 |
| <b>TOTAL</b>       | 9 | 0 | 0 | 9 |

**Internal validation**

For Row: Total; Column: Male clients

- the number in Client Numbers (Value=111) should not be more than
- the number in Episodes of Care (Value=97)

Please amend your data or provide a comment.

30/Oct/2023 14:22

**AIHW rule:** OVR-AP3a-D - IF (value)  
 IS GREATER THAN  
 (corresponding values in Episodes of Care tab)  
 THEN display error message

**Issue:** A value in the Client Numbers section is greater than the corresponding Episodes of Care value

**Action required if values need amending:** Amend the value so it is equal to or less than the corresponding Episodes of Care value

**Issue 3 – A Client Numbers Male or Female clients value is zero**

|                    |                                |                                |                                |                                |
|--------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| 55-59 years        | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| 60-64 years        | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| 65 years and older | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| <b>TOTAL</b>       | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |

**Internal validation**  
 The field value/s are 0.  
 Please confirm your data is correct or, if necessary, amend your data.  
 27/Oct/2023 13:41

**AIHW rule:** OVR-AP3a-E - IF (value) = 0

THEN display error message

**Note:** This message does not apply to 'Gender not recorded'.

**Issue:** An *Aboriginal and Torres Strait Islander Male or Female clients* value is zero

**Action required if values need amending:** If the *Aboriginal and Torres Strait Islander Male or Female clients* value is incorrect, amend it so it is no longer zero. If the value is meant to be zero respond to the data validation flag explaining why the value is zero



This rule applies the same for all *Non-Aboriginal and Torres Strait Islander clients* and *Aboriginal and Torres Strait Islander status of clients unknown* cells.

**Issue 4 – Client Numbers value is the same as the corresponding value on the Episodes of Care tab**

|                    |                                |                                |                                |                                |
|--------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| 55-59 years        | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| 60-64 years        | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| 65 years and older | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| <b>TOTAL</b>       | <input type="text" value="3"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="3"/> |

**Internal validation**  
 For Row: Total; Column: Male clients  
 • the number in Client Numbers (Value=3)  
 is often not equal to  
 • the number in Episodes of Care (Value=3)  
 Please amend your data or provide a comment.  
 30/Oct/2023 14:25

**AIHW rule:** OVR-AP3a-F - IF (value)

IS EQUAL TO

(corresponding value in Episodes of Care tab)

THEN display error message

**Issue:** An *Aboriginal and Torres Strait Islander Male or Female clients* value is the same as the corresponding value in the Episodes of Care tab

**Action required if values need amending:** Amend the *Aboriginal and Torres Strait Islander Male or Female clients* value so it is smaller than the corresponding Episodes of Care value



This rule applies the same for all *Non-Aboriginal and Torres Strait Islander clients* and *Aboriginal and Torres Strait Islander status of clients unknown* cells.

### **Issue 5 – Corresponding Episodes of Care value divided by the Client Numbers value is either less than 1 or greater than 15**

|                          |                                |                                |                                |                                |
|--------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| 55-59 years              | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| 60-64 years              | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| 65 years and older       | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| <b>TOTAL</b>             | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| <b>TOTAL ALL CLIENTS</b> | <input type="text" value="3"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="3"/> |

|  |  |
|--|--|
|  | <b>Internal validation</b>   |
|  | <p>Row: Total; Column: Male clients</p> <ul style="list-style-type: none"> <li>the number in Episodes of Care (Value=97)</li> </ul> <p>divided by</p> <ul style="list-style-type: none"> <li>the number in Client Numbers (Value=111)</li> </ul> <p>should not be less than 1, and is often not greater than 15</p> <p>Please amend your data or provide a comment.</p> <p>30/Oct/2023 14:22</p> |

**AIHW rule:** OVR-AP3a-G - IF

(corresponding value in Episodes of Care tab)

DIVIDED BY

(value)

IS LESS THAN 1 OR GREATER THAN 15

THEN display error message

**Issue:** An Episodes of Care value is more than 15 times larger than the corresponding value on the Client Numbers tab

**Action required if values need amending:** Amend the applicable values so the Episodes of Care value is less than 15 times larger than the corresponding Client Numbers value



This rule applies the same for all *Non-Aboriginal and Torres Strait Islander clients*, *Aboriginal and Torres Strait Islander status of clients unknown* and *Totals* cells.

**Issue 6 – There is a large (20% or more) increase or decrease in the total number of clients since the last reporting period**

|   |  | Male clients | Female clients | Gender not recorded | Total |
|---|--|--------------|----------------|---------------------|-------|
| Aboriginal and Torres Strait Islander clients                   |  | 500          | 1              | 0                   | 501   |
| Non-Aboriginal and Torres Strait Islander clients               |  | 1            | 1              | 0                   | 2     |
| Aboriginal and Torres Strait Islander status of clients unknown |  | 1            | 1              | 0                   | 2     |
| <b>TOTAL</b>  |  | 502          | 3              | 0                   | 505   |

**Internal validation**

There is a greater than 20% increase from last reporting round in Row: Total, Column:Total.

- The value for the previous reporting period was 10.
- The value for the current reporting period is 505.

Please confirm your data is correct or, if necessary, amend your data.

21/May/2020 16:26

**Internal validation**

There is a greater than 20% increase from last reporting round in Row: Total All clients; Column:Total.

- The value for the previous reporting period was 0.
- The value for the current reporting period is 1914.

Please confirm your data is correct or, if necessary, amend your data.

30/Oct/2023 14:25

**AIHW rule:** OVR-AP3a-H - IF value is more than 120% or less than 80% of last reporting period’s value

AND last reporting period value does NOT equal this reporting period value

THEN ‘There is a greater than 20% [increase][decrease] from last reporting period in Row Grand Total

- the value for the previous reporting period was x
- the value for the current reporting period is y

Please amend your data or provide a comment.’

**Issue:** There has been a twenty % decrease in the total number of clients since the last reporting round

**Action required if values need amending:** Amend the values to ensure the total number of clients haven’t decreased by twenty % since the last reporting round




## Paid FTE Positions (Workforce Profile)

| Paid FTE Positions  |                                       | WORKFORCE PROFILE |       |  |
|---|---------------------------------------|-------------------|-------|--|
| For how many full-time equivalent (FTE) positions did your organisation pay the wages/ salaries/ fees as at 30 June 2019? |                                       |                   |       |  |
| General and other staff   |                                       |                   |       |  |
| Role / function   | Number of FTE                         |                   |       |  |
|   | Aboriginal and Torres Strait Islander | Other             | Total |  |
| CEO   | 1                                     | 0                 | 1.00  |  |
| Managers / Supervisors  | 0                                     | 1                 | 1.00  |  |
| Drivers / Field officers  | 2                                     | 0                 | 2.00  |  |
| Finance and accounting staff  | 0                                     | 0                 | 0.00  |  |
| Administrative and clerical staff   | 0                                     | 0                 | 0.00  |  |
| IT and data management staff  | 0                                     | 0                 | 0.00  |  |
| Cleaners / Security / Other support staff   | 0                                     | 0                 | 0.00  |  |
| Administrative / Support trainees   | 0                                     | 0                 | 0.00  |  |
| <b>Sub Total</b>  | 3.00                                  | 1.00              | 4.00  |  |

### Issue 1 –Cells have been left blank

| Paid FTE Positions  |                                       | WORKFORCE PROFILE    |       |  |
|---|---------------------------------------|----------------------|-------|--|
| For how many full-time equivalent (FTE) positions did your organisation pay the wages/ salaries/ fees as at 30 June 2021? |                                       |                      |       |  |
| General and other staff   |                                       |                      |       |  |
| Role / function   | Number of FTE                         |                      |       |  |
|   | Aboriginal and Torres Strait Islander | Other                | Total |  |
| CEO   | <input type="text"/>                  | <input type="text"/> | 0.00  |  |
| Managers / Supervisors  | <input type="text"/>                  | <input type="text"/> | 0.00  |  |
| Drivers / Field officers  | <input type="text"/>                  | <input type="text"/> | 0.00  |  |
| Finance and accounting staff  | <input type="text"/>                  | <input type="text"/> | 0.00  |  |
| Administrative and clerical staff   | <input type="text"/>                  | <input type="text"/> | 0.00  |  |
| IT and data management staff  | <input type="text"/>                  | <input type="text"/> | 0.00  |  |
| Cleaners / Security / Other support staff   | <input type="text"/>                  | <input type="text"/> | 0.00  |  |

 **Internal validation**  
 All fields are required.  
 Please amend your data or provide a comment.  
 30/Oct/2023 14:40

**AIHW rule:** OVR-WP1-A - IF no value entered

THEN 'All fields are required

Please amend your data or provide a comment.'

**Issue:** At least one *Aboriginal and Torres Strait Islander* cell for *General and other staff* has been left blank

**Action required if values need amending:** Ensure a numeric value has been entered in all *Aboriginal and Torres Strait Islander* cells for *General and other staff*



This rule applies the same for all *Other* cells in the *General and other staff* section. This rule is OVR-WP1-B

**Issue 2 – Row total (other than sub-total) is larger than 10**

| Paid FTE Positions <span style="float: right;">WORKFORCE PROFILE</span>   |                                       |       |       |
|---|---------------------------------------|-------|-------|
| For how many full-time equivalent (FTE) positions did your organisation pay the wages/ salaries/ fees as at 30 June 2021? |                                       |       |       |
| General and other staff   |                                       |       |       |
| Role / function   | Number of FTE                         |       |       |
|   | Aboriginal and Torres Strait Islander | Other | Total |
| CEO   | 11                                    | 0     | 11.00 |

**Internal validation**  
 The total for CEO is greater than 10.  
 Please provide a comment or amend your data.  
30/Oct/2023 14:41

**AIHW rule:** OVR-WP1-C IF Total column in any row except Sub Total row > 10  
 THEN 'Total for <role name> is greater than 10  
 Please amend your data or provide a comment.'

**Issue:** The FTE for a *General and other staff* worker type in the health service is more than 10

**Action required if values need amending:** Amend the FTEs to 10 or less. If the value is correct, then respond to the validation flag explaining the value



This rule applies the same for *Health professionals / Workers*. This rule is OVR-WP1-D

**Issue 3 – The total value for the Paid FTE Positions tab is zero**

| Grand Total of (General and other staff + Health professionals / Workers) |      |      |      |
|---|------|------|------|
| Grand Total   | 0.00 | 0.00 | 0.00 |

**Internal validation**  
 The grand total FTE for all staff types is 0. Please provide a comment or amend your data.  
30/Oct/2023 14:43

**AIHW rule:** OVR-WP1-F - IF value = 0  
 THEN 'The grand total FTE for all staff types is 0. Please provide a comment or amend your data'

**Issue:** You have not entered any FTEs on the Paid FTE Positions tab, all cells contain zeros

**Action required if values need amending:** Enter the applicable Paid FTE values. If there are no values to enter, respond to the data validation flag explaining why

**Issue 4 – There has been a large increase/decrease (20% or more) in the total number of paid FTE staff from the previous year**

|  |                                   |                                   |                                   |
|--|-----------------------------------|-----------------------------------|-----------------------------------|
| Sexual health worker   | <input type="text" value="0"/>    | <input type="text" value="0"/>    | <input type="text" value="0.00"/> |
| Outreach worker  | <input type="text" value="0"/>    | <input type="text" value="0"/>    | <input type="text" value="0.00"/> |
| Traditional healer   | <input type="text" value="0"/>    | <input type="text" value="0"/>    | <input type="text" value="0.00"/> |
| Environmental health worker / Officer  | <input type="text" value="0"/>    | <input type="text" value="0"/>    | <input type="text" value="0.00"/> |
| <b>Sub Total</b>   | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| <b>Grand Total of (General and other staff + Health professionals / Workers)</b> |                                   |                                   |                                   |
| <b>Grand Total</b>   | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |

**Internal validation**

There is a greater than 20% decrease from last reporting round in Row: Grand Total; Column: Total.

- The value for the previous reporting period was 2.86.
- The value for the current reporting period is 0.

Please confirm your data is correct or, if necessary, amend your data.

30/Oct/2023 14:43

**AIHW rule:** OVR-WP1-G - IF value is more than 120% or less than 80% of last reporting period's value

THEN 'There is a greater than 20% [increase][decrease] from last reporting period in Row Grand Total

- the value for the previous reporting period was x
- the value for the current reporting round is y

Please amend your data or provide a comment.'

**Issue:** There was a large increase/decrease in FTE staff employed by your service for a particular role

**Action required if values need amending:** Amend the applicable values to ensure they are now within the 20% tolerance. If the values are correct and do not need to be amended, respond to the data validation flag



The values don't need to be changed if they are correct. If they are correct, just respond to the data validation flag and explain why your values are outside of the tolerance dictated by the rule

**Issue 5 – The FTE values are all whole numbers**

**Paid FTE Positions** WORKFORCE PROFILE

For how many full-time equivalent (FTE) positions did your organisation pay the wages/ salaries/ fees as at 30 June 2021?

General and other staff

| Role / function                           | Number of FTE                         |       |       |
|---|---------------------------------------|-------|-------|
|   | Aboriginal and Torres Strait Islander | Other | Total |
| CEO                                       | 0                                     | 0     | 0.00  |
| Managers / Supervisors                    | 0                                     | 0     | 0.00  |
| Drivers / Field officers                  | 0                                     | 0     | 0.00  |
| Finance and accounting staff              | 0                                     | 0     | 0.00  |
| Administrative and clerical staff         | 0                                     | 0     | 0.00  |
| IT and data management staff              | 0                                     | 0     | 0.00  |
| Cleaners / Security / Other support staff | 0                                     | 0     | 0.00  |
| Administrative / Support trainees         | 0                                     | 0     | 0.00  |

**Internal validation**

Ensure that you are recording FTE figures and not headcount figures.  
Please confirm your data is correct or, if necessary, amend your data.

30/Oct/2023 14:07

**AIHW rule:** OVR-WP1-H - IF all non-zero values are whole numbers

THEN 'Ensure that you are recording FTE figures and not headcount figures'.

Please confirm your data is correct or, if necessary, amend your data

**Issue:** You may have recorded your number of people/staff rather than your number of FTE

**Action required if values need amending:** Amend your Paid Positions FTE values if needed to ensure they are FTE values and not simple headcount figures

## Unpaid FTE Positions (Workforce Profile)

**Unpaid FTE Positions**
WORKFORCE PROFILE

How many other people (FTE) worked at your organisation who were not paid by your organisation during the year ending 30 June 2019?

**General and other staff**

| Role / function                           | Number of FTE                  |
|---|--------------------------------|
| CEO                                       | <input type="text" value="0"/> |
| Managers / Supervisors                    | <input type="text" value="0"/> |
| Drivers / Field officers                  | <input type="text" value="0"/> |
| Finance and accounting staff              | <input type="text" value="0"/> |
| Administrative and clerical staff         | <input type="text" value="0"/> |
| IT and data management staff              | <input type="text" value="0"/> |
| Cleaners / Security / Other support staff | <input type="text" value="0"/> |
| Administrative / Support trainees         | <input type="text" value="0"/> |
| <b>Sub Total</b>                          | <b>0.00</b>                    |

### Issue 1 – Cells have been left blank

**Unpaid FTE Positions**
WORKFORCE PROFILE

How many other people (FTE) worked at your organisation who were not paid by your organisation during the year ending 30 June 2021?

**General and other staff**

| Role / function                           | Number of FTE                                       |
|---|---|
| CEO                                       | <input style="border: 2px solid red;" type="text"/> |
| Managers / Supervisors                    | <input style="border: 2px solid red;" type="text"/> |
| Drivers / Field officers                  | <input style="border: 2px solid red;" type="text"/> |
| Finance and accounting staff              | <input style="border: 2px solid red;" type="text"/> |
| Administrative and clerical staff         | <input style="border: 2px solid red;" type="text"/> |
| IT and data management staff              | <input style="border: 2px solid red;" type="text"/> |
| Cleaners / Security / Other support staff | <input style="border: 2px solid red;" type="text"/> |

**Internal validation**

All fields are required.  
Please amend your data or provide a comment.

30/Oct/2023 14:40

**AIHW rule:** OVR-WP2-A - IF no value entered

THEN 'All fields are required

Please amend your data or provide a comment.'

**Issue:** At least one cell in the *General and other staff* section of the Unpaid FTE positions tab has been left blank

**Action required if values need amending:** Ensure a numeric value has been entered in all *General and other staff* cells

**Issue 2 – The FTE for an unpaid position is greater than 1**

| Unpaid FTE Positions <span>🔍</span>   |                                  | WORKFORCE PROFILE |
|---|----------------------------------|-------------------|
| How many other people (FTE) worked at your organisation who were not paid by your organisation during the year ending 30 June 2021? |                                  |                   |
| General and other staff   |                                  |                   |
| Role / function   | Number of FTE                    |                   |
| CEO   | <input type="text" value="1.5"/> | 1.5               |

**Internal validation**

Row: CEO; Column: Number of FTE (Value=1.5). Full time equivalent (FTE) of unpaid/visiting staff is often small (e.g. less than 1.0)

Please amend your data or provide a comment.

30/Oct/2023 14:47

**AIHW rule:** OVR-WP2-B - IF value > 1

THEN 'Row: <row>; Column: <column> (Value=<value>)

Should be between 0.0 and 1.0.

Please amend your data or provide a comment.'

**Issue:** There is a *General and other staff* value that is larger than 1

**Action required if values need amending:** Amend the applicable value(s) to ensure they are equal to or less than 1

**Issue 3 – The FTE values are all whole numbers**

| Unpaid FTE Positions <span>🔍</span>   |                                | WORKFORCE PROFILE |
|---|--------------------------------|-------------------|
| How many other people (FTE) worked at your organisation who were not paid by your organisation during the year ending 30 June 2021? |                                |                   |
| General and other staff   |                                |                   |
| Role / function   | Number of FTE                  |                   |
| CEO   | <input type="text" value="0"/> | 0                 |
| Managers / Supervisors  | <input type="text" value="0"/> | 0                 |
| Drivers / Field officers  | <input type="text" value="0"/> | 0                 |
| Finance and accounting staff  | <input type="text" value="0"/> | 0                 |
| Administrative and clerical staff   | <input type="text" value="0"/> | 0                 |
| IT and data management staff  | <input type="text" value="0"/> | 0                 |
| Cleaners / Security / Other support staff   | <input type="text" value="0"/> | 0                 |
| Administrative / Support trainees   | <input type="text" value="0"/> | 0                 |

**Internal validation**

Ensure that you are recording FTE figures and not headcount figures.

Please confirm your data is correct or, if necessary, amend your data.

30/Oct/2023 14:49

**AIHW rule:** OVR-WP2-E - IF all non-zero values are whole numbers

THEN 'Ensure that you are recording FTE figures and not headcount figures.'

Please confirm your data is correct or, if necessary, amend your data.'

**Issue:** You may have recorded your number of staff rather than your number of FTE


**Action required if values need amending:** Amend your values to ensure they are FTE values and not head count values

## Vacant Positions (Workforce Profile)

| Does your organisation have any vacant staff positions as at 30 June 2019? |               | <input checked="" type="radio"/> Yes <input type="radio"/> No | WORKFORCE PROFILE |
|--|---------------|---|-------------------|
| Vacant Staff Positions   |               | <a href="#">+ Add Row</a>                                     |                   |
| Role / function  | Number of FTE | Weeks vacant<br>(as at 30 June 2019)                          |                   |
| Sub Total  | 0             | 0   |                   |

### Issue 1 – An option has not been selected

|  |  |  |
|--|--|--|
| Vacant Positions ⓘ   |  | WORKFORCE PROFILE                                  |
| Does your organisation have any vacant staff positions as at 30 June 2021? |  | <input type="radio"/> Yes <input type="radio"/> No |

|   |  |
|---|--|
|  | <p><b>Internal validation</b></p> <p>All fields are required.</p> <p>Please amend your data or provide a comment.</p> <p>30/Oct/2023 14:40</p> |
|---|--|

**AIHW rule:** OVR-WP3a-A - IF no value selected

THEN 'All fields are required.

Please amend your data or provide a comment.'

**Issue:** You have not answered the **Does your organisation have any vacant staff positions as at 30 June 202125-A?** Question and validation has been run on the tab

**Action required if values need amending:** Select either **Yes** or **No** and resave the tab

### Issue 2 – “Yes” has been selected but you haven’t added any roles

|  |  |   |
|--|--|---|
| Vacant Positions ⓘ   |  | WORKFORCE PROFILE   |
| Does your organisation have any vacant staff positions as at 30 June 2021? |  | <input checked="" type="radio"/> Yes <input type="radio"/> No |

|   |  |
|---|--|
|  | <p><b>Internal validation</b></p> <p>No rows have been added.</p> <p>Please amend your data or provide a comment.</p> <p>30/Oct/2023 14:50</p> |
|---|--|

**AIHW rule:** OVR-WP3a-G IF 'YES'

AND no rows added

THEN 'No rows have been added.

Please amend your data or provide a comment.'

**Issue:** You have said that you have a vacant position in your health service but have not added any details about it

**Action required if values need amending:** Select the **Add Row** button to add the FTE and other details for the vacant position(s) in your health service.



If you have selected **Yes** in error, select **No** and then resave the tab

### Issue 3 – The FTE for a vacancy is more than 1

**Vacant Positions** WORKFORCE PROFILE

Does your organisation have any vacant staff positions as at 30 June 2021?  Yes  No

Vacant Staff Positions [+ Add Row](#)

| Role / function                       | Number of FTE | Weeks vacant<br><small>(as at 30 June 2021)</small> |
|---------------------------------------|---------------|---|
| <b>Health professionals / Workers</b> |               |   |
| Nurses                                | 1.5           | 5   |

**Internal validation**

Row: Nurses; Column: Number of FTE (Value=1.5) should be between 0.0 and 1.0.  
Please amend your data or provide a comment.

30/Oct/2023 14:51

**AIHW rule:** OVR-WP3b-D: IF value > 1

THEN 'Row <row>; Column <column> (Value=<value>) should be between 0.0 and 1.0

Please amend your data or provide a comment.'

**Issue:** You have entered an FTE of more than 1 for your vacant position

**Action required if values need amending:** Change the FTE value for your vacant position so it is 1 or less