



Metadata.NSW User Guide

<https://facsnsw.aristotlecloud.io/home/>

Department of Communities and Justice

Date June 2022

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The Metadata Registry contains information and resources about:

- Metadata of the data sets available
- Governance Information
- Additional Help Pages and User Guides.

NSW Communities & Justice

Browse Help Toolbox Log in Sign Up

Search for NSW Dept. Communities and Justice metadata

Advanced search Search

FACSIAR

FAMILY AND COMMUNITY SERVICES
INSIGHTS, ANALYSIS AND RESEARCH

Targeted Earlier Intervention (TEI) Family Preservation (FP)

Homelessness Out of Home Care (OOHC)

NSW Human Service Data Set (HSDS)

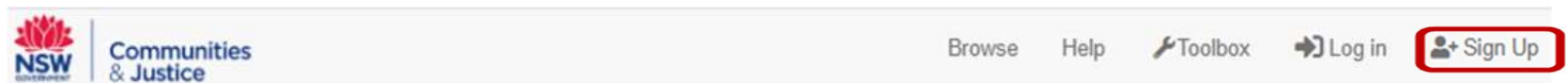
Metadata on this page have been through the Family and Community Service Insights, Analysis and Research (FACSIAR) Data Committee metadata development process. This metadata supports the FACSIAR data collections and has been developed by subject matter experts. The metadata has been reviewed and assigned to a steward. A steward has the responsibility to properly maintain the metadata through its lifecycle of create, endorse, review and retire.

[FACSIAR Data Governance Committee Endorsement Page](#)
This collection stores the data items that have been submitted to the FACSIAR Data Governance Committee each sub collection includes data items that have been presented according to the agenda of the data committee.

Additional Aristotle Help Pages

[Aristotle Metadata Help](#) [Aristotle User Guides](#)

Signing Up



To gain access click the **Sign Up** icon in the top right-hand corner of the navigation bar.

Note: All staff who sign up using their **facs.nsw.gov.au** or **dcj.nsw.gov.au** email account will automatically be granted Viewer access to metadata that is yet to be published.



Searching for and viewing metadata

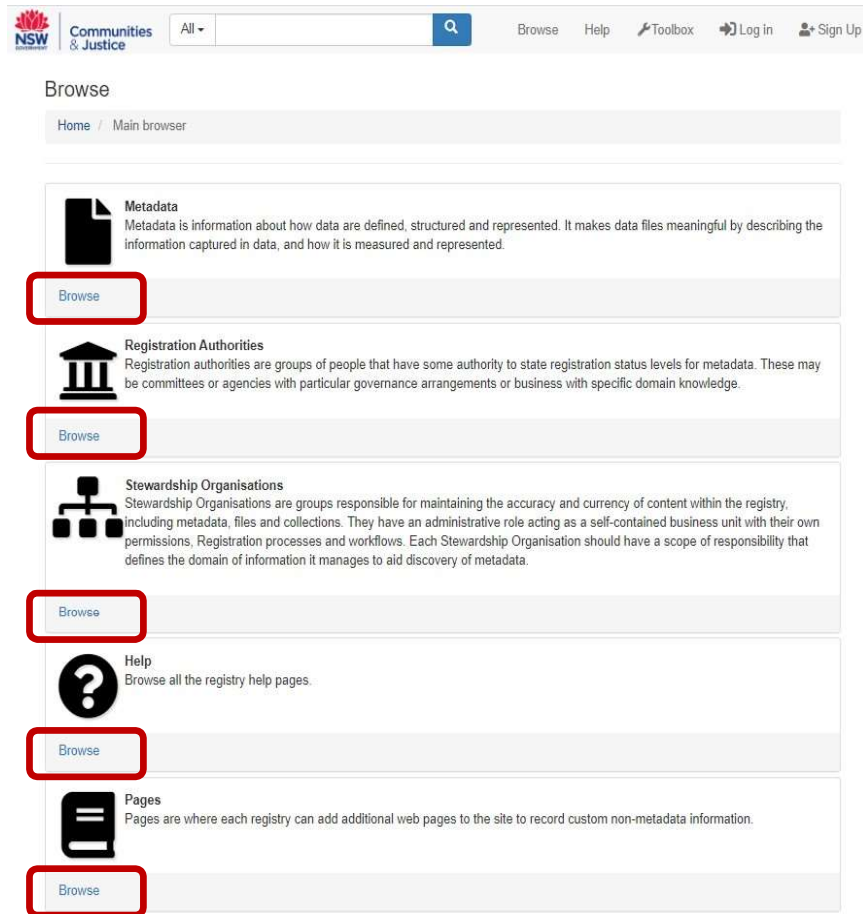
1. Select the Browse function from the top right of the Navigation bar.



2. The Browse page will open.

Open any of the browser fields by selecting the Browse link under each topic.

- Metadata
- Registration Authorities
- Stewardship Organisations
- Help
- Pages



Browsing for Individual Metadata Items

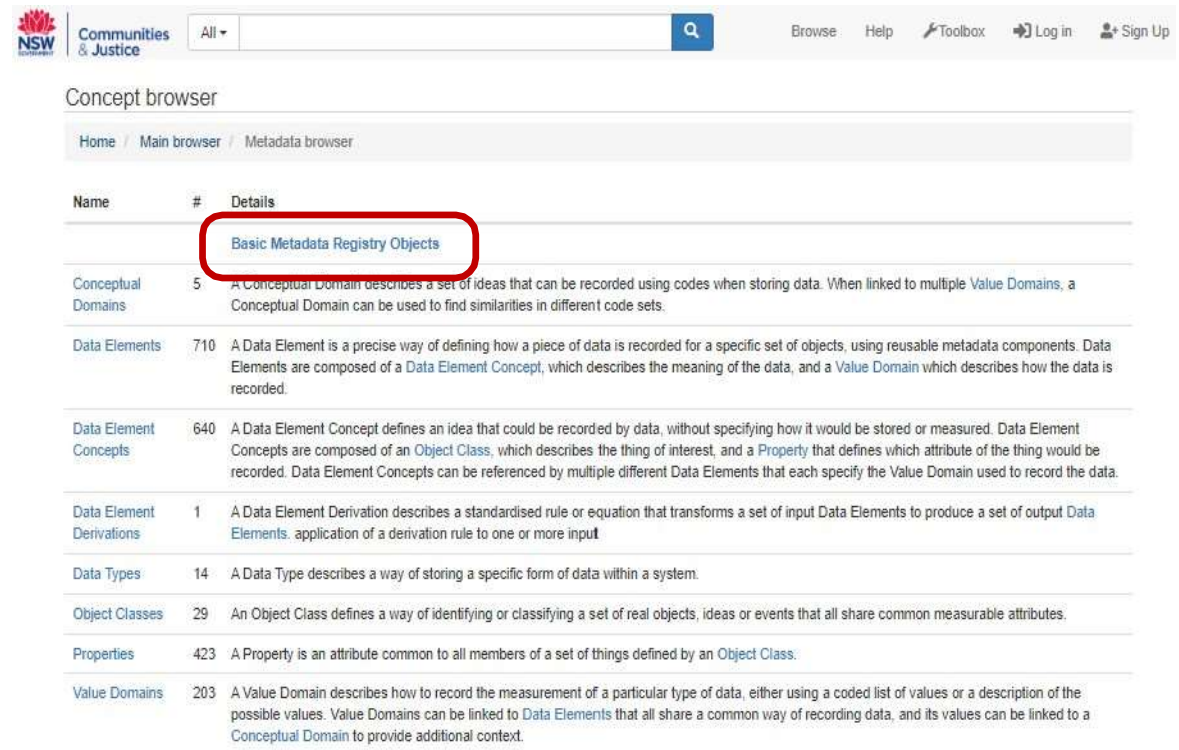
1. Browsing **Basic Metadata Registry Objects**. Click the Metadata **Browse** button.



Metadata
Metadata is information about how data are defined, structured and represented. It makes data files meaningful by describing the information captured in data, and how it is measured and represented.

[Browse](#)

2. Select the **Basic Metadata Registry Objects**. This allows you to further browse the following:



NSW Communities & Justice

Concept browser

Home / Main browser / Metadata browser

Name	#	Details
Basic Metadata Registry Objects		
Conceptual Domains	5	A Conceptual Domain describes a set of ideas that can be recorded using codes when storing data. When linked to multiple Value Domains , a Conceptual Domain can be used to find similarities in different code sets.
Data Elements	710	A Data Element is a precise way of defining how a piece of data is recorded for a specific set of objects, using reusable metadata components. Data Elements are composed of a Data Element Concept , which describes the meaning of the data, and a Value Domain which describes how the data is recorded.
Data Element Concepts	640	A Data Element Concept defines an idea that could be recorded by data, without specifying how it would be stored or measured. Data Element Concepts are composed of an Object Class , which describes the thing of interest, and a Property that defines which attribute of the thing would be recorded. Data Element Concepts can be referenced by multiple different Data Elements that each specify the Value Domain used to record the data.
Data Element Derivations	1	A Data Element Derivation describes a standardised rule or equation that transforms a set of input Data Elements to produce a set of output Data Elements . application of a derivation rule to one or more input.
Data Types	14	A Data Type describes a way of storing a specific form of data within a system.
Object Classes	29	An Object Class defines a way of identifying or classifying a set of real objects, ideas or events that all share common measurable attributes.
Properties	423	A Property is an attribute common to all members of a set of things defined by an Object Class .
Value Domains	203	A Value Domain describes how to record the measurement of a particular type of data, either using a coded list of values or a description of the possible values. Value Domains can be linked to Data Elements that all share a common way of recording data, and its values can be linked to a Conceptual Domain to provide additional context.

Browsing data set registration and management

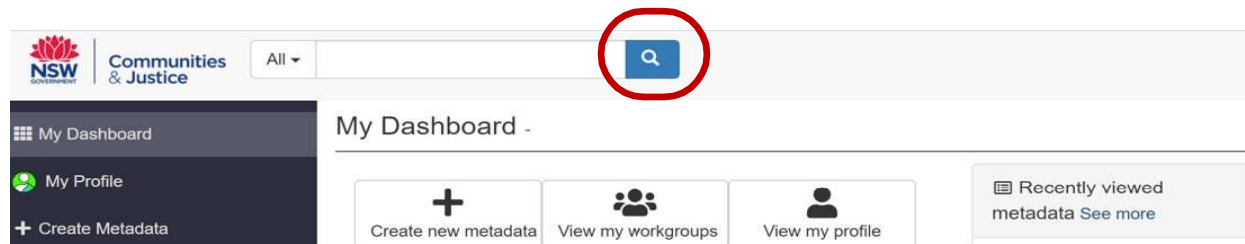
1. Click the Metadata Browse button, and then Data set registration and management.

The screenshot shows the NSW Communities & Justice Concept browser interface. The page title is 'Concept browser'. The breadcrumb trail is 'Home / Main browser / Metadata browser'. A red circle highlights the 'Data set registration and management' link. Below this, there is a list of concepts with their counts and descriptions:

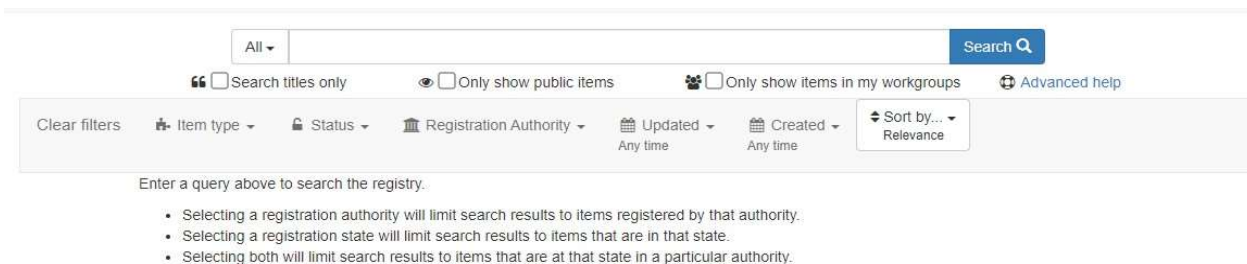
Concept	Count	Description
Data Catalogs	1	A Data Catalog records a curated collection of data sets.
Data Sets	4	A Data Set describes a record of data, including any location or time boundaries for the data, that has been captured and is available for use under a specific licence. A Data Set may be included in a Data Catalog , and can reference multiple Distributions that record different parts or formats of the data that are available to download.
Data Set Specifications	1	A Data Set Specification describes an agreement to collect an ideal standard of data. A Data Set Specification may reference other Data Set Specifications or Data Elements to describe the data that should be collected under the agreement.
Distributions	157	A Distribution describes the structure and format of a specific downloadable collection of data. Multiple Distributions that capture different parts of data or provide different formats for data may be grouped into a single Data Set .
ISO 11179 Edition 2 Backwards Compatibility Objects		
Performance Indicator Management Objects		
Quality Statements	4	A Data Quality Statement records any known issues that may be related to a data asset. A Data Quality Statement assesses data against seven key factors: Institutional Environment, Relevance, Timeliness, Accuracy, Coherence, Interpretability & Accessibility.
Business Glossary Objects		
Glossary Items	5	A Glossary Item records a business term that is commonly used within the metadata registry. A collection of Glossary Items is commonly referred to as a business glossary.

Searching for content

1. How to Navigate to the search screen. From **My Dashboard** select the search icon in the top menu bar:



2. The Search page will open:



Note: The search bar is accessible from all pages in Aristotle.



Searching for content

3. **Item type** lets you search for a specific item type within the registry.

The screenshot shows a search interface with a search bar containing 'Person' and a search button. Below the search bar are several filter options: 'Search titles only', 'Only show public items', 'Only show items in my workgroups', and 'Advanced'. A 'Clear filters' button is also present. The 'Item type' filter is highlighted with a red circle and its dropdown menu is open, displaying a list of item types with checkboxes. The list includes: Classification schemes, Collections, Concept helps, Conceptual domains, Data Sets, Data catalogs, Data element concepts, Data element derivations, Data elements, Data set specifications, Data types, Discussion posts, Distributions, Frameworks, Glossary items, Help pages, Indicator sets, Indicators, Object Classes, Object class specialisations, Outcome areas, Pages, Properties, Quality statements, Reference documents, Reference folders, Relations, Units Of Measure, and Value domains. The background shows a list of search results, including a 'Group of People' (Object Class Specialisation) and a 'Glossary Item'.

Searching for content

4. **Status** lets you choose the current status of your items.

When searching for an item's status, you can select one or more radio buttons to widen your search, or if you wish to narrow down your search and are only looking for the status of a particular item, e.g. for a status of **Qualified** you need only select that particular radio button.

To expand your search to include all available item types leave the radio buttons blank.

The screenshot shows a search interface with a search bar at the top containing 'All' and 'Person', and a 'Search' button. Below the search bar are several filter options: 'Search titles only', 'Only show public items', 'Only show items in my workgroups', and 'Advanced'. A 'Clear filters' button is also present. The 'Status' filter is highlighted with a red circle, and its dropdown menu is open, showing a list of status options: 'Not Progressed', 'Incomplete', 'Candidate', 'Recorded', 'Qualified', 'Standard', 'Preferred Standard', 'Superseded', 'Retired', and 'Unregistered'. The 'Qualified' option is also highlighted with a red circle. To the left of the dropdown menu, there is a 'Refine your results' section with 'Item types' listed: 'Data Element (3395)', 'Data Element Concept (2497)', 'Distribution (798)', 'Property (380)', 'Value Domain (261)', and 'Object Class (174)'. The background shows search results for 'Attendance v 0.1 (Glossary Item)' with details about its status and last updated date.

Searching for content

5. **Authority** lets you pick which Registration Authority you would like to see content from.

The screenshot shows a search interface with a search bar at the top containing 'All' and 'Person', and a 'Search' button. Below the search bar are several filter options: 'Search titles only', 'Only show public items', and 'Only show items in my workgroups'. The main filter bar includes 'Clear filters', 'Item type', 'Status', 'Registration Authority' (highlighted with a red circle), 'Updated', 'Created', and 'Sort by... Relevance'. The 'Registration Authority' dropdown menu is open, showing a list of options: Centrelink, Chief Data Officer Division RA, Child Support Agency, Commonwealth Department of Social Services, DSS Data Exchange, DSS Data Strategy and Development, Medicare, and Training Registration Authority. On the left, there is a 'Refine your results' section with 'Item types' listed: Data Element (3395), Data Element Concept (2497), Distribution (798), and Property (380). At the bottom, there is a 'Statuses' section and a note: 'You've viewed this item 2 times in the last month. Last visit: 1 Sep 2020, 11:51 a.m.'

Searching for content

6. **Updated** you can pick when the content you are searching for was updated, you can be specific as you want.

The screenshot shows a search interface with a search bar at the top containing 'All' and 'Person', and a 'Search' button. Below the search bar are several filter options: 'Search titles only', 'Only show public items', and 'Only show items in my workgroups'. A 'Clear filters' button is also present. The main filter area includes 'Item type', 'Status', 'Registration Authority', 'Updated', 'Created', and 'Sort by...'. The 'Updated' filter is highlighted with a red circle, and its dropdown menu is open, showing options: 'Any time' (selected), 'Last hour', 'Today', 'This week', 'This month', 'This year', and 'Custom period'. Below the filters, the results section shows 'Showing 1 - 20 of 7544 results.' and a list of items. The first item is 'Attendance v 0.1' with a 'GI' tag, and the second is 'Party - Person/Gro' with an 'OCS' tag. A 'Refine your results' section on the left lists various item types with their counts.

Search results interface showing filters and a dropdown menu for the 'Updated' filter.

Filters: All, Person, Search titles only, Only show public items, Only show items in my workgroups, Clear filters, Item type, Status, Registration Authority, Updated (Any time), Created (Any time), Sort by... (Relevance).

Showing 1 - 20 of 7544 results.

Refine your results

Item types:

- Data Element (3395)
- Data Element Concept (2497)
- Distribution (798)
- Property (380)
- Value Domain (261)
- Object Class (174)
- Data Set Specification (23)
- Concept Help (7)
- Help Page (4)
- Object Class Specialisation (4)

Results:

- Attendance v 0.1 (GI) - A session may have multiple attendees. Service Provider X. Created: 10th January 2020. You've viewed this item 2 times.
- Party - Person/Gro (OCS) - People that are in any v... Created: 12th August 2020.

Searching for content

7. **Created** you can pick when the content you are searching for was created.

The screenshot shows a search interface with a search bar at the top containing 'All' and 'Person', and a search button. Below the search bar are several filter options: 'Search titles only', 'Only show public items', and 'Only show items in my workgroups'. A 'Clear filters' button is also present. The main filter bar includes 'Item type', 'Status', 'Registration Authority', 'Updated' (set to 'Any time'), 'Created' (set to 'Any time' and circled in red), and 'Sort by...' (set to 'Relevance'). Below the filter bar, it says 'Showing 1 - 20 of 7544 results.' On the left, there is a 'Refine your results' section with 'Item types' listed: Data Element (3395), Data Element Concept (2497), Distribution (798), Property (380), Value Domain (261), Object Class (174), Data Set Specification (23), Concept Help (7), Help Page (4), and Object Class Specialisation (4). The main content area shows two search results: 'Attendance v 0.1 (Glossary Item)' and 'Party - Person/Group of People'. A dropdown menu is open for the 'Created' filter, showing options: 'Any time' (selected), 'Last hour', 'Today', 'This week', 'This month', 'This year', and 'Custom period'. Below the dropdown are 'Created after...' and 'Created before...' fields with calendar icons.

Searching for content

8. You can further refine your results for specific item types, status; workgroups etc. related to your search query in the left-hand menu under refine your results. This will drill down to the specific items in each grouping.

Refine your results

Item types:
[Distribution \(44\)](#)

Registration Authorities:
[Medicare \(44\)](#)

Stewardship Organisation:
[Services Australia \(44\)](#)

Restriction:
[Unlocked \(44\)](#)

Status:
[Candidate \(39\)](#)
[Incomplete \(5\)](#)

Workgroup:
[Medicare Guaranteeing Medicare Compliance \(39\)](#)
[Medicare Health Care Homes \(5\)](#)



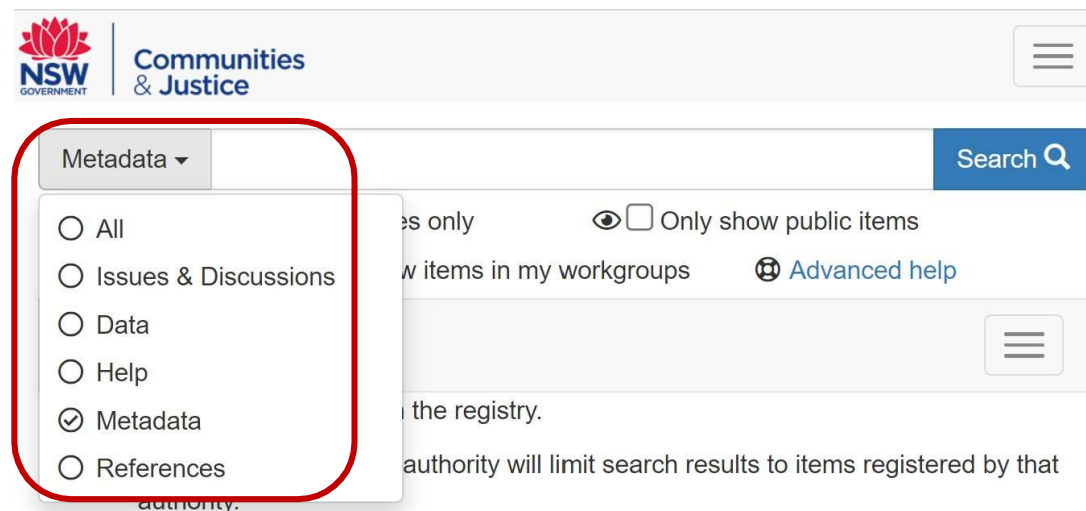
Search function

1. The taskbar search function enables you to search using single categories, such as Metadata or All subjects.



NOTE: When using the search function, the default setting will search all categories within the search function.

When you select the drop down, the search menu options appear. Select the appropriate radio button that best matches the search item you require.



- Selecting a registration state will limit search results to items that are in that state.
- Selecting both will limit search results to items that are at that state in a particular authority.

Interpreting the components of a metadata item page

This is a basic item page for a Data Element. The item pages will change depending on how much content has been entered for the item, and what type of item it is.

The item pages are broken up into three different sections:

1. Main Content Area
2. Information box
3. Actions Bar

The screenshot shows a metadata item page for 'Organisation: Start Date, YYYYMMDD'. The page is divided into three main sections as indicated by the numbered callouts:

- 1. Main Content Area:** This section is circled in red and contains the 'Definition', 'Components', and 'Representation' sections. The 'Components' section shows a hierarchy: 'Data Element (this item)' at the top, which is linked to 'Data Element Concept' and 'Value Domain'. 'Data Element Concept' is linked to 'Object Class' (Organisation) and 'Property' (Start Date). 'Value Domain' is linked to 'Date YYYYMMDD'. The 'Representation' section shows a table with the following details:

Data Type	DATE
Format	YYYYMMDD
Maximum character length	8
- 2. Information box:** This section is also circled in red and contains the 'Endorsed by', 'Last updated', 'Created', 'Supersedes', and 'Superseded by' information. It shows that the item was endorsed by the 'FACSIAR Data Governance Committee' on 7th April 2021, last updated 8 months ago, and created on 26th November 2020.
- 3. Actions Bar:** This section is circled in blue and contains the 'Tags', 'Actions', and 'Download' buttons.

Item page main content area

The main content area is where you can view the components of the item, the relationships, and the related content.

Organisation: Start Date, YYYYMMDD

Item Issues History Graphs Related

Tags Actions Download

Definition

The funding start date in relation to a service provider, recorded as a day of a month of a year, represented as YYYYMMDD.

Components

```
graph TD; A[Data Element (this item)  
Organisation: Start Date, YYYYMMDD] --> B[Data Element Concept  
Organisation: Start Date]; A --> C[Value Domain  
Date YYYYMMDD]; B --> D[Object Class  
Organisation]; B --> E[Property  
Start Date];
```

Representation

This representation is based on the value domain for this data element, more information is available at "Date YYYYMMDD".

Data Type	DATE
Format	YYYYMMDD
Maximum character length	8

Organisation: Start Date, YYYYMMDD

Type: Data Element

Identifiers: UUID - e4762aea-2fad-11eb-893c-02550ad9d6bc

Stewardship Organisation: FACSIA Family and Community Services Insights, Analysis and Research

Endorsed by:
• FACSIA Data Governance Committee : Standard on 7th April 2021
[View registration history](#)

Last updated: 8 months ago
Created: 26th November 2020

Supersedes:
• None

Superseded by:
• None

Collections:
• None

Workgroup: Evidence Bank Implementation Program (EBIP) Workgroup

Discussions: [Start a discussion about this item](#)

What makes up a Data Element?

A **Data Element** is a precise way of defining how a piece of data is recorded for a specific set of objects, using reusable metadata components. Data Elements are composed of a Data Element Concept, which describes the meaning of the data, and a Value Domain which describes how the data is recorded.

A **Data Element Concept** defines an idea that could be recorded by data, without specifying how it would be stored or measured. Data Element Concepts are composed of an Object Class and a Property.

An **Object Class** defines a way of identifying or classifying a set of real objects, ideas or events that all share common measurable attributes.

A **Property** is an attribute common to all members of a set of things defined by an Object Class.

A **Value Domain** describes how to record the measurement of a particular type of data, either using a coded list of values or a description of the possible values.

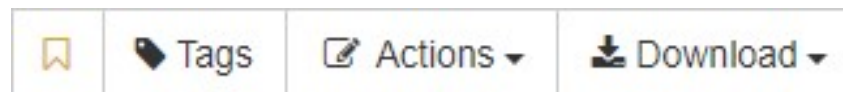
Item page information box

1. This is the Info box where you can see what type of metadata the item is, the unique identifier that is assigned to this specific item, any endorsements, when it was last updated and by whom, when the item was created, if it has any supersedes and if it has been superseded by anything. Some of the content in the info box may not be viewable by some users, depending on the permissions of the user.

Organisation: Start Date, YYYYMMDD	
Type:	Date Element
Identifiers:	UUID - #4782a6a-2fad-11e5-893c-02550a39d60c
Stewardship Organisation:	FACBIAR Family and Community Services Insights, Analysis and Research
Endorsed by:	+ FACBIAR Data Governance Committee : Standard on 7th April 2021 View registration history
Last updated:	8 months ago
Created:	26th November 2020
Supersedes:	+ None
Superseded by:	+ None
Collections:	+ None
Workgroups:	Evidence Bank Implementation Program EBIP Workgroup
Discussions:	Start a discussion about this item

Action bar

2. This is the action bar, from here you can favourite an item, edit an item, publish the item, perform different actions depending on your permissions, and download the content.









Viewing graphs

1. From an items page you are able to view different graphs for the selected item.
Go to an item page and select the Graphs tab

Date YYYYMMDD

Item Issues History **Graphs** Related

  Tags  Actions ▾  Download ▾

Definition  

The date of a particular year, month and day.

Representation

Data Type	DATE
Format	YYYYMMDD
Maximum character length	8

Date YYYYMMDD

Type: [Value Domain](#)


Identifiers: UUID - 329a3142-af0f-11eb-b2e2-0a58a9feac02

Stewardship Organisation:
[FACSIAR Family and Community Services Insights, Analysis and Research](#)

Endorsed by:

- [FACSIAR Data Governance Committee](#) : Standard on 20th May 2021

[View registration history](#)



Viewing graphs

2. From here, you can view different graphs for the selected item. The **General** tab will show you the general relationship

Date YYYYMMDD

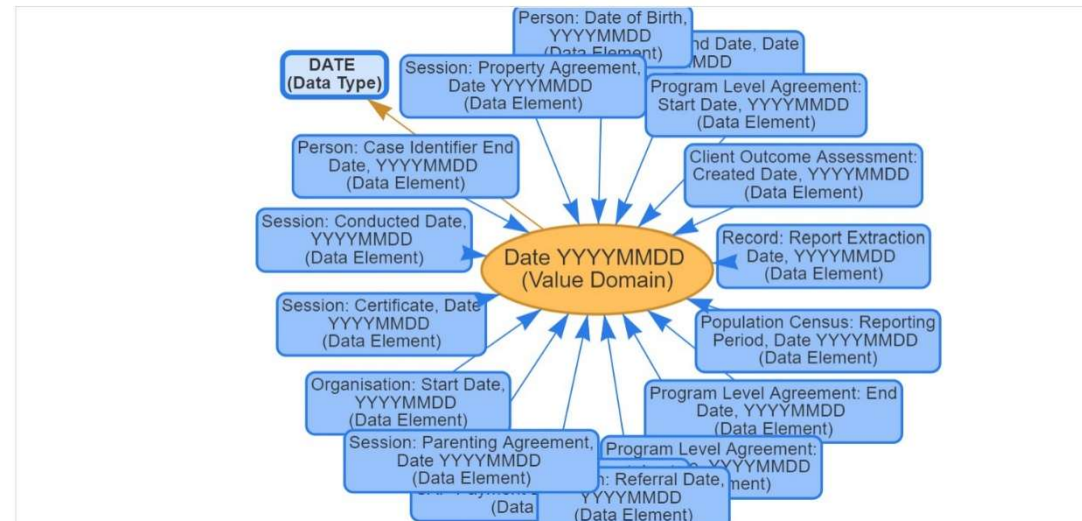
Item Issues History **Graphs** Related

General

Supersedes

Links

General relationships



Viewing graphs

3. The **Supersedes** tab will show you any superseding relationships if they exist.

Person: Assistance Needed Key, Binary Identifier N(4)

Item Issues History **Graphs** Related

General
Supersedes
Links

Superseding relationships

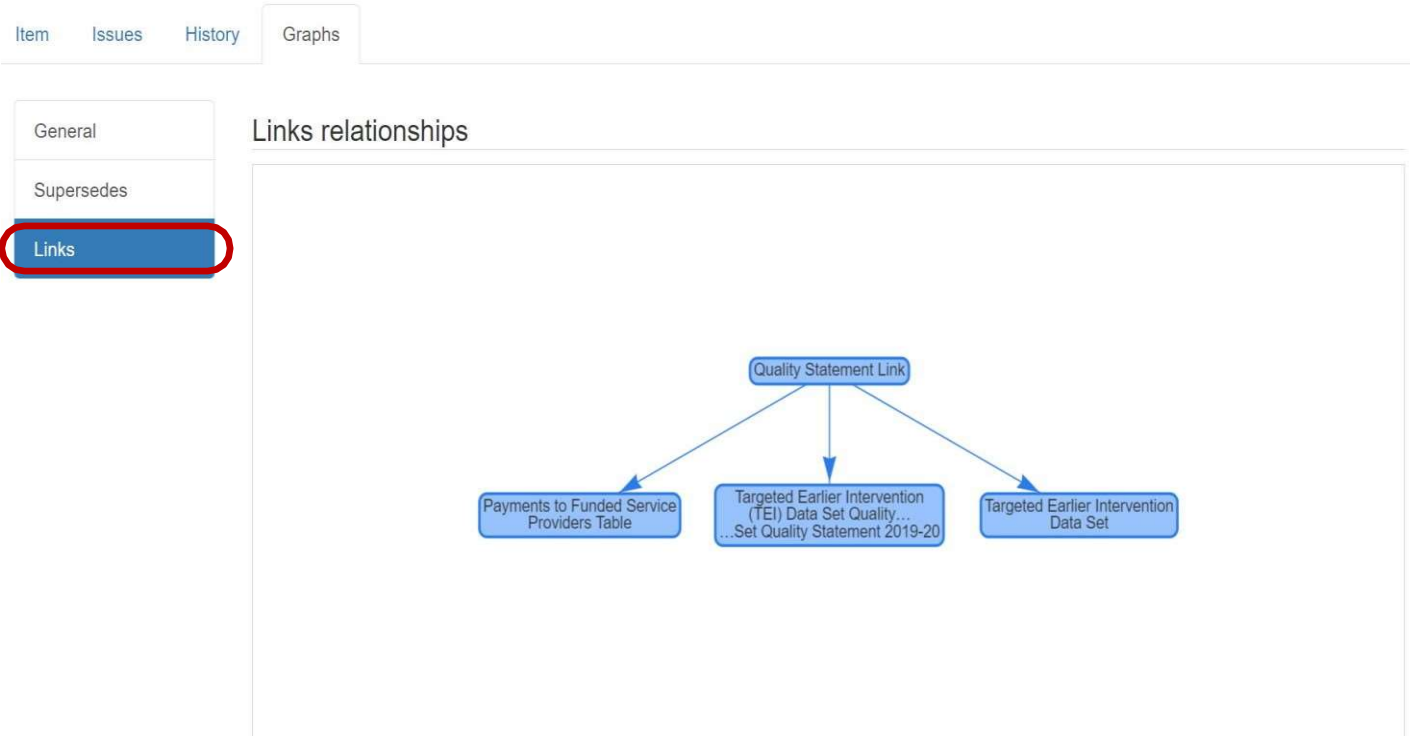
```
graph LR; A[Person: Assistance needed, Service Type TEI Code X(20)] -- "FACSIAR Data Governa..." --> B((Person: Assistance Needed Key, Binary Identifier N(4)))
```



Viewing graphs

4. The **Links** tab will show you if the item is linked to other items.

Targeted Earlier Intervention (TEI) Data Set Quality Statement 2019-20







Viewing related items



1. From an items page you are able to view other items that are related to the selected item.

Go to an item page select the **Related** tab:

FACSIAR Family and Community Services Insights, Analysis and Research / Metadata / Value Domain / Date YYYYMMDD

Date YYYYMMDD

Item Issues History Graphs **Related**   Tags  Actions  Download

Definition  

The date of a particular year, month and day.

Representation

Data Type	DATE
Format	YYYYMMDD
Maximum character length	8

Date YYYYMMDD

Type: [Value Domain](#)

Identifiers: UUID - 329a3142-af0f-11eb-b2e2-0a58a9feac02

Stewardship Organisation: [FACSIAR Family and Community Services Insights, Analysis and Research](#)

Endorsed by:

- [FACSIAR Data Governance Committee](#) : Standard on 20th May 2021

[View registration history](#)

Last updated: a year ago By RohynKF

Viewing related items

2. From here, you can view the items that are related to the selected item.

NSW GOVERNMENT | Communities & Justice

FACSIAR Family and Community Services Insights, Analysis and Research / Metadata / Value Domains / Date YYYYMMDD

Date YYYYMMDD

Item Issues History Graphs **Related**

Data Elements implementing this Value Domain

This table shows items related to the item *Date YYYYMMDD*. Items shown are based on your current permissions.

Showing 16 results.

Name	Details	Statuses
Client Outcome Assessment: Created Date, YYYYMMDD Data Element	The date represented as year, month, day that a given client outcome assessment was entered into a system.	<ul style="list-style-type: none">FACSIAR Data Governance Committee: <i>Standard</i> on 8th April 2021
Organisation: End Date, Date YYYYMMDD Data Element	The funding end date in relation to a service provider, recorded as a day of a month of a year,...	<ul style="list-style-type: none">FACSIAR Data Governance Committee: <i>Standard</i> on 7th April 2021



Thank You

See Aristotle User Guide for Submitters for more information.