



**Australian Government**

---

**Department of Health**

# **PMHC-MDS YES Invitation Specification**

Version 1.0.0

As at 29 July, 2025

# Table of Contents

- 1. Introduction.....2
- 2. Specifications .....3
  - 2.1. Record formats .....4
  - 2.2. Definitions .....5
  - 2.3. Download Specification Files .....8
- 3. Upload specification.....8
  - 3.1. File requirements .....9
  - 3.2. Files or worksheets to upload .....9
  - 3.3. File format ..... 10
  - 3.4. Example Upload File..... 11
- 4. Validation Rules ..... 11
  - 4.1. Current Validations..... 12
- 5. YES Invitations Change log..... 12
  - 5.1. 11/11/2021 - Version 1.0 ..... 13

# 1. Introduction

This data specification is to be used to send invitations to complete a YES-PHN survey to clients who have completed an episode of care in the PMHC MDS within a specified time period.

The Tools: YES-PHN Download Completed Episodes report within the PMHC MDS can be used to extract a spreadsheet in the format defined in this specification. The PMHC MDS will populate all columns in the spreadsheet except for the mobile phone number and email address of the client.

Once the spreadsheet has been downloaded an organisational user can fill in either the mobile phone number or email address for each client. In order for an invitation to be sent at least one of mobile phone number or email address must be provided.

After filling in the information, the user can re-upload the file to the PMHC MDS. The PMHC MDS has been integrated with the OMSSS. The PMHC MDS will request OMSSS send invitations to each client to fill in a YES-PHN survey.

## 2. Specifications

### 2.1. Record formats

#### 2.1.1. Metadata

The Metadata table must be included in file uploads in order to identify the type and version of the uploaded data.

*Table 2.1 Metadata record layout*

Data Element (Field Name)	Type (min,max)	Required	Format / Values
<a href="#">Key</a> (key)	string	yes	A metadata key name.
<a href="#">Value</a> (value)	string	yes	The metadata value.

For this version of the specification the required content is shown in the following table:

*Table 2.2 Metadata file*

key	value
type	YES-INVITATION
version	1.0

#### 2.1.2. Invitation

*Table 2.3 Invitation record layout*

Data Element (Field Name)	Type (min,max)	Required	Format / Values
<a href="#">Organisation Path</a> (organisation_path)	string	yes	A sequence of colon separated Organisation Keys that fully specifies the Provider Organisation providing a service to the client.
<a href="#">Client Key</a> (client_key)	string (2,50)	yes	This is a number or code assigned to each individual client referred to the commissioned organisation. The client identifier is unique and stable for each individual within the Provider Organisation.
<a href="#">Episode Key</a> (episode_key)	string (2,50)	yes	This is a number or code assigned to each episode. The Episode Key is unique and stable for each episode at the level of the Provider Organisation.
<a href="#">Episode - End Date</a> (episode_end_date)	date	—	The date on which an <i>Episode of Care</i> is formally or administratively ended
<a href="#">Episode - Completion Status</a> (episode_completion_status)	string	—	An indication of the completion status of an <i>Episode of Care</i> .

Data Element (Field Name)	Type (min,max)	Required	Format / Values
Mobile Number (mobile_number)	string	—	The mobile phone number of the client.
Email (email)	string	—	The email address of the client.
Reminders (reminders)	string	—	YES, Yes, yes, Y, y, NO, No, no, N, n

## 2.2. Definitions

### 2.2.1. Client Key

This is a number or code assigned to each individual client referred to the commissioned organisation. The client identifier is unique and stable for each individual within the Provider Organisation.

**Field name:**client\_key

**Data type:**string (2,50)

**Required:**yes

### 2.2.2. Email

The email address of the client.

**Field name:**email

**Data type:**string

**Required:**no

**Notes:**Either a mobile number or an email address must be provided for each client so that a link can be sent to the client inviting them to complete a survey as specifies in the metadata file.

After the invitation has been sent, the email address will be discarded.

### 2.2.3. Episode - Completion Status

An indication of the completion status of an *Episode of Care*.

**Field name:**episode\_completion\_status

**Data type:**string

**Required:**no

### 2.2.4. Episode - End Date

The date on which an *Episode of Care* is formally or administratively ended

**Field name:**episode\_end\_date

**Data type:**date

**Required:**no

**Notes:**The episode end date must be in the format YYYY-mm-dd.

- The episode end date must not be before 1st January 2016.
  - The episode end date must not be in the future.
- 

### 2.2.5. Episode Key

This is a number or code assigned to each episode. The Episode Key is unique and stable for each episode at the level of the Provider Organisation.

**Field name:**episode\_key

**Data type:**string (2,50)

**Required:**yes

**Notes:**See [Episode Key](#).

---

### 2.2.6. Key

A metadata key name.

**Field name:**key

**Data type:**string

**Required:**yes

---

### 2.2.7. Mobile Number

The mobile phone number of the client.

**Field name:**mobile\_number

**Data type:**string

**Required:**no

**Notes:**Either a mobile number or an email address must be provided for each client so that a link can be sent to the client inviting them to complete a survey as specifies in the metadata file.

After the invitation has been sent, the mobile number will be discarded.

---

## 2.2.8. Organisation Path

A sequence of colon separated Organisation Keys that fully specifies the Provider Organisation providing a service to the client.

**Field name:**organisation\_path

**Data type:**string

**Required:**yes

**Notes:**A combination of the Primary Health Network's (PHN's) Organisation Key and the Provider Organisation's Organisation Key separated by a colon.

Here is an example organisation structure showing the Organisation Path for each organisation:

Organisation Key	Organisation Name	Organisation Type	Commissioning Organisation	Organisation Path
PHN999	Test PHN	Primary Health Network	None	PHN999
PO101	Test Provider Organisation	Private Allied Health Professional Practice	PHN999	PHN999:PO101

---

## 2.2.9. Reminders

Send reminders to the client?

**Field name:**reminders

**Data type:**string

**Required:**no

**Domain:**YES, Yes, yes, Y, y, NO, No, no, N, n

**Notes:**Indicates whether reminders should be sent to the client.

Invitations are valid for 7 days. The following reminder emails will be sent:

- 2 days after the invitation - Reminding the client to fill in the YES. Also reminding them of the date on which it will expire.
- 6 days after the invitation - Reminding the client to fill in the YES. Reminding them that it will expire tomorrow.

---

## 2.2.10. Value

The metadata value.

Field name:value

Data type:string

Required:yes

---

## 2.3. Download Specification Files

Available for software developers designing extracts for the PMHC MDS, please click the link below to download the PMHC MDS YES Invitation Specification files:

- [Specification zip](#)



## 3. Upload specification

### 3.1. File requirements

Uploads will be rejected by our incoming data scanning system if they do not meet the following requirements:

- Must be either an [Excel Workbook \(.xlsx\)](#),
- OR a [zip \(.zip\)](#) file containing CSV files,
- AND must be [less than 512MB](#)

#### 3.1.1. Excel Workbook (XLSX)

Excel files must be in XLSX format. xcel 2007 (v12.0) and above support this file format.

One XLSX file must be uploaded containing multiple worksheets - one worksheet for each format described [below](#).

When saving your file, please choose the filetype 'Excel Workbook (.xlsx)'.

The filename of the Excel file doesn't matter as long as it has the file extension .xlsx

#### 3.1.2. Zip file containing Comma Separated Values (CSV)

The CSV files must conform to [RFC 4180](#).

In addition, CSV files must be created using UTF-8 character encoding.

CSV files must have the file extension .csv

Multiple CSV files must be uploaded - one CSV file for each format described [below](#).

The CSV files must be compressed into a single file by zipping before upload. The filename of the zip file doesn't matter as long as it has the file extension .zip

#### 3.1.3. File size

Files must be less than 512MB. The file size restriction prevents our systems from becoming unstable if extremely large files are uploaded. We will monitor if this limit causes issues for anyone and adjust it if necessary.

### 3.2. Files or worksheets to upload

The following files/worksheets can be uploaded to the PMHC MDS:

Table 3.1 Summary of files to upload

File Type	CSV filename	Excel worksheet name	Required
<a href="#">Invitations</a>	invitations.csv	Invitations	Required
<a href="#">Metadata</a>	metadata.csv	Metadata	Required

Example upload files can be found at [Example Upload File](#).

### 3.3. File format

Requirements for file formats:

- The first row must contain the column headings as defined for each file type.
- Data elements for each file/worksheet are defined at [Record formats](#).
- Each item is a column in the file/worksheet. The 'Field Name' as defined in [Record formats](#) must be used for the column headings. The columns must be kept in the same order.
- The second and subsequent rows must contain the data.

#### 3.3.1. Metadata file

All uploads must include a Metadata file/worksheet.

- In the first row, the first cell must contain 'key' and the second cell must contain 'value'
- In the second row, the first cell must contain 'type' and the second cell must contain 'YES-INVITATION'
- In the third row, the first cell must contain 'version' and the second cell must contain '1.0'

i.e.:

Table 3.2 Metadata file

key	value
type	YES-INVITATION
version	1.0

Data elements for the metadata upload file/worksheet are defined at [Metadata](#).

An example Metadata file can be found at [Example Upload File](#).

#### 3.3.2. Invitation format

The invitation file/worksheet is required to be uploaded each time.

Data elements for the invitation upload file/worksheet are defined at [Invitation](#).

An example Invitation file can be found in the example file at [Example Upload File](#).

### 3.4. Example Upload File

The example file assumes the following organisation structure:

Organisation Key	Organisation Name	Organisation Type	Parent Organisation
PHN999	Test PHN	Primary Health Network	None
NFP01	Test Provider Organisation	Private Allied Health Professional Practice	PHN999

Table 3.3 Summary of example upload file

CSV zip	XLSX
<a href="#">YES-INVITATION-1-0-client-completed-treatment.zip</a>	<a href="#">YES-INVITATION-1-0-client-completed-treatment.xlsx</a>

## 4. Validation Rules

This document defines validation rules between items and record types. The domain of individual items is defined in [Record formats](#).

### 4.1. Current Validations

#### 4.1.1. Invitation

1. [Organisation Path](#) must be the path of existing organisation within the PMHC MDS.
2. [Client Key](#) must be the key of existing client within the PMHC MDS.
3. [Episode Key](#) must be the key of existing episode within the PMHC MDS.
4. Either [Mobile Number](#) or [Email](#) must be supplied.

## **5. YES Invitations Change log**

### **5.1. 11/11/2021 - Version 1.0**

Initial release.