



Occupational Therapist Database Manual,
Version 3.0

March 2013

Spending and Health Workforce



Canadian Institute
for Health Information

Institut canadien
d'information sur la santé



Our Vision

Better data. Better decisions.
Healthier Canadians.

Our Mandate

To lead the development and maintenance of comprehensive and integrated health information that enables sound policy and effective health system management that improve health and health care.

Our Values

Respect, Integrity, Collaboration,
Excellence, Innovation

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Foreword

This document outlines the data submission specifications and the data dictionary for the Occupational Therapist Database (OTDB) at the Canadian Institute for Health Information (CIHI), including the technical specifications, file and record layout for data submission to CIHI, all data elements, value labels and definitions, and a brief rationale for the collection of each data element.

This is one of two documents that data providers should assess carefully prior to undertaking any work in terms of system development. The other is the jurisdiction-specific *Form Mapping Document*.

Form Mapping Document

This document is developed for each data provider. It assesses the information collected on the data provider's registration and renewal forms and maps (matches/aligns) it to the data elements and values in this manual. The *Form Mapping Document* also identifies which membership/registration categories for each jurisdiction should be submitted to CIHI as part of the data submission.

Occupational Therapist Database Manual

In this publication, the OTDB team has combined the functions of two reference documents: the *Occupational Therapist Database Data Submission Specifications Manual* and *Occupational Therapist Database Data Dictionary*. This was done to create one point of reference for data providers and interested parties for all questions regarding the creation of the OTDB.

Preface

The Canadian Institute for Health Information (CIHI) is an independent, pan-Canadian, not-for-profit organization working to improve the health of Canadians and the health care system by providing quality health information.

CIHI's mandate, as established by Canada's health ministers, is to coordinate the development and maintenance of a common approach to health information for Canada. To this end, CIHI is responsible for providing accurate and timely information that is needed to establish sound health policies, manage the Canadian health system effectively and create public awareness of factors affecting good health.

To meet this mandate, CIHI's core functions include the coordination and promotion of national health information standards and health indicators, the development and management of health databases and registries, the funding and facilitation of population health research and analysis, the coordination and development of education sessions and conferences, and the production and dissemination of health information research and analysis.

The Occupational Therapist Database (OTDB) is one of 27 health databases maintained by CIHI. Any questions regarding the OTDB should be directed to

Program Lead, Occupational Therapist Database
Canadian Institute for Health Information
495 Richmond Road, Suite 600
Ottawa, Ontario K2A 4H6

Tel.: 613-241-7860
Email: otdb@cihi.ca

Acknowledgements

CIHI wishes to acknowledge and thank the staff from organizations that generously contributed their time and input to the consultation process leading to the development of the first national minimum data set for occupational therapists in Canada. The following provincial/territorial and national organizations participated:

- Alberta College of Occupational Therapists
- Canadian Association of Occupational Therapists
- College of Occupational Therapists of British Columbia
- College of Occupational Therapists of Manitoba
- College of Occupational Therapists of Nova Scotia
- College of Occupational Therapists of Ontario
- New Brunswick Association of Occupational Therapists
- Newfoundland and Labrador Occupational Therapy Board
- Ordre des ergothérapeutes du Québec
- Prince Edward Island Occupational Therapists Registration Board
- Saskatchewan Society of Occupational Therapists

1 Introduction

Effective management of health human resources requires access to accurate, comparable, and timely data. Currently there is very little standardized national data on health professionals except physicians and regulated nursing professionals. To continue fulfilling its mandate and increase the availability of standardized value-added information for health human resources, CIHI developed five new national supply-based databases for the following professional groups: pharmacists, occupational therapists, physiotherapists, medical laboratory technologists and medical radiation technologists.

The OTDB is one of the five databases developed and provides a source of timely, quality information for occupational therapists in Canada. The OTDB aims to provide standardized comparative data and reports on the demographic, education, geographic and employment information of occupational therapists in Canada. The data will be used for statistical reporting and research purposes, including, but not limited to, pan-Canadian reports, analytical tools, an annual statistical report, ad hoc data/information requests, and analytical studies pertaining to the supply and distribution of the occupational therapist workforce in Canada.

This document is the result of work completed through a consultation process between CIHI and potential data providers in order to meet the priority information needs of occupational therapists. The data elements, values and associated definitions were developed and reviewed by the representatives from the provincial/territorial regulatory authorities for occupational therapists, the Canadian Association of Occupational Therapists, and the Occupational Therapist Database development team at CIHI.

1.1 About the Database

CIHI's OTDB collects national, standardized, supply-based data on occupational therapists in Canada.

The OTDB aims to provide standardized comparative data and reports on the demographic, geographic, education and employment information of occupational therapists in Canada. The data allows for clear and objective analyses that will support informed decision-making and policy formulation. The data is also used for statistical reporting and research purposes, including, but not limited to, pan-Canadian reports, analytical tools, an annual statistical report, ad hoc data/information requests and analytical studies pertaining to the supply and distribution of the occupational therapist workforce in Canada.

CIHI is a secondary source of data; the data for the OTDB is supplied by the 10 provincial occupational therapist regulatory bodies (provincial licensing data for their respective province) and the Canadian Association of Occupational Therapists (voluntary membership data for the territories).

The data providers are responsible for data collection, which occurs during the annual registration process. The data providers must complete any manipulation of the jurisdictional data that is necessary to meet the national standards before submitting the data files to CIHI. They must submit data in the form of a sequential text file, per the specifications outlined in this document.

1.2 Purpose of This Document

The purposes of this document are to

- Provide the rationale for collecting specific data elements;
- Define the data elements and sub-elements collected by the OTDB;
- Provide technical specifications for data submission to the OTDB; and
- Provide technical specifications for CIHI's Information and Technology Services team for the maintenance of the OTDB.

Data providers submitting data to CIHI for the OTDB must ensure that the data aligns with the specifications outlined in this document.

2 List of Data Elements and Rationales

The purpose of the OTDB is to provide demographic, geographic, education and employment information at the provincial/territorial and national levels to support health human resources planning and health care delivery. To this end, the data elements that make up the national minimum data set for occupational therapy are identified below, along with the rationale for their inclusion in the OTDB.

Field/Data Element	Rationale
Identifiers and Demographic Information	
The number and demographic characteristics of health personnel who are registered, licensed or otherwise part of the available health workforce provide important information. For example, they permit an examination of how age and sex can influence workforce participation.	
1. Provincial/Territorial Unique Identification/Registration Number	Needed to uniquely identify a professional within a particular jurisdiction and to follow changes specific to that individual over time (within the jurisdiction submitting data).
2. Gender	Needed to calculate sex-related workforce indicators (for example, proportion of the workforce that is female).
3. Year of Birth	Needed to calculate age-related workforce indicators (for example, the average age of the workforce).

Field/Data Element	Rationale
Geography Geography is important in a country the size of Canada, and understanding the distribution of health personnel (for example, in terms of rural or urban practice/employment setting) and how this distribution relates to geography is important to workforce planning and policy development. Please note that the full six-digit postal code of employment is collected in the domain Employment—Current (Specific).	
4. Province/Territory of Residence (Canadian)	Needed to analyze the geographical distribution of the workforce. In addition, information on a registrant's Canadian province/territory or country of residence is used (in combination with other elements) to reduce the level of double counting of registrants registered in more than one Canadian jurisdiction.
5. Country of Residence	
6. Province of Registration (Canadian)	
7. 8. 9. Concurrent Province of Registration (1, 2, 3)	Provides an indication of the proportion of registrants who are registered in other Canadian jurisdictions.
10. 11. 12. Concurrent Country of Registration (1, 2, 3)	Provides an indication of the proportion of registrants who are registered in other jurisdictions.
13. Previous Province of Registration (Canadian)	Provides an indication of where registrants were registered in other jurisdictions.

Field/Data Element	Rationale
Education Monitoring basic information on the education attained by the workforce can allow for the examination of the sequencing and timing of different educational attainments (for example, initial education in the profession of interest, highest education in the profession of interest and highest education outside of the profession of interest) of the workforce. Year of graduation for basic education in the profession is also used to generate an indicator of the maximum length of time in the workforce (that is, years since graduation from basic education in the profession). Looking at province of graduation allows for the examination of a jurisdiction's capacity to retain occupational therapists trained in the jurisdiction and can also be used to target recruitment efforts (for example, to specific Canadian schools, provinces/territories or countries).	
15. Level of Basic Education in Occupational Therapy	Used to monitor changes in the basic educational attainment of the workforce.
16. Year of Graduation for Basic Education in Occupational Therapy	Used to examine the sequencing and timing of different educational attainments (initial education in the profession of interest, other education in the profession of interest and other education outside of the profession of interest) of the workforce. Year of graduation for basic education in the profession is also used to generate an indicator of the maximum length of time in the workforce (that is, years since graduation from basic education in the profession).
17. Canadian University of Graduation for Basic Education in Occupational Therapy	Used to identify where basic education in occupational therapy was completed. It allows monitoring of the Canadian-trained/foreign-trained composition of the workforce, and analysis of provincial capacity to retain graduates.
18. Country of Graduation for Basic Education in Occupational Therapy	
19. 23. 27. Level of Post-Basic Education in Occupational Therapy (1, 2, 3)	Used to monitor changes in the educational attainment of the workforce.
20. 24. 28. Year of Graduation for Post-Basic Education in Occupational Therapy (1, 2, 3)	Used to monitor trends in the sequencing and timing of occupational therapy educational attainments.

Field/Data Element	Rationale
Education (cont'd) Monitoring basic information on the education attained by the workforce can allow for the examination of the sequencing and timing of different educational attainments (for example, initial education in the profession of interest, highest education in the profession of interest and highest education outside of the profession of interest) of the workforce. Year of graduation for basic education in the profession is also used to generate an indicator of the maximum length of time in the workforce (that is, years since graduation from basic education in the profession). Looking at province of graduation allows for the examination of a jurisdiction's capacity to retain occupational therapists trained in the jurisdiction and can also be used to target recruitment efforts (for example, to specific Canadian schools, provinces/territories or countries).	
21. 25. 29. Canadian University of Graduation for Post-Basic Education in Occupational Therapy (1, 2, 3)	Used to identify the location of where post-basic education in occupational therapy was completed. It allows monitoring of the Canadian-trained/foreign-trained composition of the workforce and analysis of provincial capacity to retain graduates (for provinces with education programs).
22. 26. 30. Country of Graduation for Post-Basic Education in Occupational Therapy (1, 2, 3)	
31. 36. Level of Education in Other Than Occupational Therapy (1, 2)	Used to identify and monitor the level of education attained outside the field of occupational therapy and to augment an occupational therapist's education profile.
32. 37. Field of Study of Education in Other Than Occupational Therapy (1, 2)	Used to analyze the type of post-secondary training that a professional has obtained outside of the primary health discipline.
33. 38. Year of Graduation for Education in Other Than Occupational Therapy (1, 2)	Used to monitor trends in the sequencing and timing of educational attainment outside the field of occupational therapy.
34. 39. Province of Graduation for Education in Other Than Occupational Therapy (Canadian) (1, 2)	Used to identify where education outside occupational therapy was completed. It allows monitoring of the Canadian-trained/foreign-trained composition of the workforce and analysis of provincial capacity to retain graduates.
35. 40. Country of Graduation for Education in Other Than Occupational Therapy (1, 2)	

Field/Data Element	Rationale
Employment—Current (General) An understanding of employment and practice characteristics as well as the nature of labour force participation of health personnel (for example, whether personnel are working full time or part time) can help inform policy decisions at the national/provincial/territorial level (e.g. more educational seats to produce more health personnel could be funded) to the site of employment (e.g. more full-time positions could be made available).	
41. Employment Status	Used to differentiate between registrants who are employed in occupational therapy or unemployed, and if unemployed, whether seeking employment in occupational therapy or not. Capturing this data element also allows for the identification of a portion of the potentially available, but not employed, registered workforce.

Field/Data Element	Rationale
<p>Employment—Current (Specific) Primary Employment—the employment, with an employer or in a self-employed arrangement, that is associated with the highest number of usual weekly hours worked. Secondary Employment—the employment, with an employer or in a self-employed arrangement, associated with the second-highest number of usual weekly hours worked. Third Employment—the employment, with an employer or in a self-employed arrangement, associated with the third-highest number of usual weekly hours worked.</p>	
<p>42. 54. 66. Employment Category (Primary, Secondary and Third)</p>	<p>Used to differentiate between those in an employee–employer work relationship and those who are self-employed. For registrants in an employee–employer work relationship, the distinction between permanent, temporary and casual employment (in combination with other data elements such as those concerning employment status and hours worked) provides an indication of changes in the conditions of employment for a profession (for example, a change to more temporary rather than permanent work arrangements with employers).</p>
<p>43. 55. 67. Full-Time/Part-Time Status (Primary, Secondary and Third)</p>	<p>Used to identify some basic conditions of employment, for both those in an employee–employer relationship and those who are self-employed. When assessed in combination with other data elements, an estimation of the potential capacity of the available workforce can be determined (for example, professionals working part time who could potentially move to full-time employment).</p>
<p>44. 56. 68. Province/Territory of Employment (Canadian) (Primary, Secondary and Third)</p>	<p>Needed to analyze the geographical distribution of the workforce. In addition, information on a registrant’s Canadian province/ territory of employment is used (in combination with other elements) to reduce the level of double counting of registrants registered in more than one Canadian jurisdiction.</p>
<p>45. 57. 69. Country of Employment (Primary, Secondary and Third)</p>	<p>Needed to analyze the geographical distribution of the workforce. In addition, information on a registrant’s Canadian province/ territory of employment is used (in combination with other elements) to reduce the level of double counting of registrants registered in more than one Canadian jurisdiction.</p>
<p>46. 58. 70. Postal Code of Employment (Primary, Secondary and Third)</p>	<p>Collected to examine the geographical distribution of the workforce at all of the desired units of analysis (national, provincial/territorial and sub-provincial/territorial area) and to investigate geographic concepts relevant to health planning (such as the urban–rural distribution of the health workforce).</p>
<p>47. 59. 71. Site of Practice Indicator for Postal Code of Employment (Primary, Secondary and Third)</p>	<p>Designed to qualify analysis based on the Postal Code of Employment, by identifying whether or not the postal code reflects a practice-level worksite. This can be an important qualifier for Postal Code information for professions that typically work at multiple sites within the community, potentially some distance from an employer’s location.</p>
<p>48. 60. 72. Position (Primary, Secondary and Third)</p>	<p>This element provides an indication of the role that the professional plays within an employment setting and allows for a more precise differentiation of those professionals primarily involved in direct service provision, compared with those professionals involved in other roles, for example, as educators.</p>
<p>49. 61. 73. Employer Type (Primary, Secondary and Third)</p>	<p>This element provides an indication of the employer or self-employed setting in which the professional engages in practice, and permits monitoring of changes in the types of employers or self-employed settings over time. Collection of this element permits an examination of, among other things, the number of professionals employed in community settings outside of hospitals.</p>

Field/Data Element	Rationale
Employment—Current (Specific) (cont'd) <i>Primary Employment</i> —the employment, with an employer or in a self-employed arrangement, that is associated with the highest number of usual weekly hours worked. <i>Secondary Employment</i> —the employment, with an employer or in a self-employed arrangement, associated with the second-highest number of usual weekly hours worked. <i>Third Employment</i> —the employment, with an employer or in a self-employed arrangement, associated with the third-highest number of usual weekly hours worked.	
50. 62. 74. Area of Practice (Primary, Secondary and Third)	Used to identify the major activities of a professional.
51. 63. 75. Usual Weekly Hours of Work (for Primary, Secondary and Third Employment)	Collection of worked hours can be a measure of capacity (available supply of personnel) and can be used to estimate the number of full-time equivalents in relation to comparable head count data. The collection of this element is especially important in situations of casual or self-employed work arrangements, where the parameters of worked hours are not prescribed by an employer/employment contract.
52. 64. 76. Funding Source (Primary, Secondary and Third)	This element allows the identification of the public and private sources of funding for the professional's employed activity.
53. 65. 77. Client Age Range (Primary, Secondary and Third)	Used to identify the main population age group being served by professionals with the role of direct service provider.
78. Registration Date	Used by CIHI to confirm that records submitted to CIHI fall within the data collection period assigned to each submitting jurisdiction by CIHI.

3 Guidelines for Data Submission

3.1 The Data Providers

The data providers are the 10 provincial regulatory bodies (which supply licensing membership data for their respective province) and the Canadian Association of Occupational Therapists (which provides voluntary membership data for the territories).

The table below provides further details on the data providers for the OTDB.

Data Provider	Corresponding Province/Territory of Data Submission
Newfoundland and Labrador Occupational Therapy Board	Newfoundland and Labrador
Prince Edward Island Occupational Therapy Registration Board	Prince Edward Island
College of Occupational Therapists of Nova Scotia	Nova Scotia
New Brunswick Association of Occupational Therapists	New Brunswick
Ordre des ergothérapeutes du Québec	Quebec
College of Occupational Therapists of Ontario	Ontario
College of Occupational Therapists of Manitoba	Manitoba
Saskatchewan Society of Occupational Therapists	Saskatchewan
Alberta College of Occupational Therapists	Alberta
College of Occupational Therapists of British Columbia	British Columbia
Canadian Association of Occupational Therapists	Northwest Territories, Nunavut and Yukon

3.2 Annual Data Collection Date

In accordance with the agreement between the data providers and CIHI, data will be provided annually for the point-in-time data collection date of October 1. All jurisdictions have different registration periods. For the purposes of the OTDB, the data provided should include all registrations received between the start of the data provider's registration period and September 30 (inclusive) of the data submission year.

3.3 Deadline for Submission

In accordance with the agreement between the data providers and CIHI, registration data can be submitted to CIHI anytime between October 1 and October 31 of the respective data submission year.

The deadline for submission is October 31 of the data submission year.

3.4 Records for Submission

The target population for the OTDB is all occupational therapists who submit active registrationsⁱ to the data providers.

Details regarding which registration/membership categories should be included in the active category (and subsequently submitted to CIHI) are included in each jurisdiction-specific *Form Mapping Document*.

4 Data Acceptance Rules

- Data should be edited at the source.
- Only error-free data should be submitted. Error-free data is defined as information that
 - Conforms to the physical record and file layout as defined in this document; and
 - Contains only valid information or code values defined in the Occupational Therapist Record layout.
- A submission file can contain only registration data for the period agreed upon in the data agreement.
- Data will be submitted in a file of a fixed record length.
- A control record will be present at the start of the data file. The purpose of the control record is to describe the contents of the file. Partial transmissions—resulting in the record count not matching the total count on the control record—will be rejected in their entirety without further validation.
- A notification of acceptance or rejection of the data submissions will be transmitted back to the supplying data provider. Accepted data will be integrated into CIHI's data holdings; rejected records will not be integrated.

i. "Active" is based on the annual practice permit and deems that the registrant is eligible to practise as an occupational therapist.

- Data that does not pass CIHI’s edits and validations will be rejected and the respective data provider will receive specific notification of the errors encountered.
- Data providers will be informed of errors detected in their submitted files via a detailed error report. The data provider must supply corrected records by resubmitting the entire data file (a file that contains both corrected records plus all of the original records that were without errors).

5 File Layout and File Submission

5.1 File Characteristics

Registration data is submitted in a fixed length file with a fixed record length of 242 characters. This file must consist of the following:

1. A control, or header, record—This record describes the contents of the file and must be the first record in the file. The control record must be 242 characters in length.
2. Detailed records (individual record-level data)—These records must all be in the same format and be 242 characters in length. Each record describes the education and employment characteristics of a single occupational therapist. There may be only one record per occupational therapist.
3. The file to be created is a plain (ASCII) text file *without* delimiters (such as tabs or commas) and must have “.txt” as the file extension. Each record must start on a new line.

Detailed information on the record layout for the control record and individual records is provided in Section 6.

5.2 File-Naming Convention

File names are standardized to facilitate the receipt and processing of occupational therapist data. The file name indicates the database name (and, indirectly, the profession), submitting data provider, data collection period and file version. The file name layout is as follows:

Field	Value and/or Valid Format	Description
Occupation Identification Code	OCC	Indicates the Occupational Therapist Database
Current Data Year	YYYY (format)	The year of data submission
Data Provider Identifier	AAAAA (format) See Appendix A for values	A five-character code assigned by CIHI to the data provider
File Version Number	99 (format)	Indicates which version of the file is being submitted The first file to be submitted for a given calendar year should have a file version number of 01. In subsequent iterations of the file, the version number will increase by one each time (02, 03, etc.).
File Name Extension	.txt	The file name extension must be “.txt”

Example File Name

- OCC2011AB00101.txt

This example file name identifies this file as being an occupational therapist file for the calendar year 2011 and from the data provider AB001. It is the first iteration of the file to be received from the data provider.

5.3 Data Submission and Transmission

To protect the safety of confidential information and satisfy national and provincial privacy legislation, CIHI requests that all data files be submitted via CIHI's electronic Data Submission Services (eDSS).

CIHI offers eDSS as a means of transmitting electronic files to CIHI via the internet. eDSS provides security that meets corporate and industry standards through the use of

- Secure encrypted protocols during file upload and transfer from the client's machine to CIHI's servers; and
- Restriction of system access to only those users who have been authorized and authenticated.

Data providers interested in taking advantage of this service are advised to contact CIHI's Central Client Services by email at help@cihi.ca.

Although eDSS is CIHI's preferred method of receiving data, data providers who do not have sufficient infrastructure may be allowed to submit data on a CD or DVD that is sent by registered mail or bonded courier service. For further information, please send an email to the Program Lead, Occupational Therapist Database, at otdb@cihi.ca.

6 Record Layout

6.1 Updates From Version 2.0 to Version 3.0

Changes were made to the *Occupational Therapist Data Submission Specifications Manual Version 2.0*. The following data values were added/removed:

Change in Codes for Data Values, Version 3.0	Definition	Data Element/Code List Affected
Level of Basic Education in Occupational Therapy		
REMOVED 40: Doctorate	This code/value has been removed from Level of Basic Education in Occupational Therapy only. It has been replaced with <i>doctorate (entry to profession)</i> . Note: Although this code/value has been removed, it may be used by some data providers who are in the process of transitioning to the new codes/values.	15: Level of Basic Education in Occupational Therapy
ADDED 41: Doctorate (entry to profession)	A post-graduate-level university degree that prepares the graduate for entry to the profession of occupational therapy.	15: Level of Basic Education in Occupational Therapy
NEW value name 31: Master's (entry to profession)	A graduate-level university degree that prepares the graduate for entry to the profession of occupational therapy.	15: Level of Basic Education in Occupational Therapy
REMOVED 32: Research master's	(See Level of Post-Basic Education in Occupational Therapy 1, 2, 3) Note: Although this code/value has been removed, it may be used by some data providers who are in the process of transitioning to the new codes/values.	15: Level of Basic Education in Occupational Therapy
Level of Post-Basic Education in Occupational Therapy 1, 2, 3		
REMOVED 31: Master's (entry to profession)	A graduate-level university degree that prepares the graduate for entry to the profession of occupational therapy.	19, 23, 27: Level of Post-Basic Education in Occupational Therapy 1, 2, 3
NEW value name 32: Post-entry master's	The value <i>research master's</i> has been renamed <i>post-entry master's</i> .	19, 23, 27: Level of Post-Basic Education in Occupational Therapy 1, 2, 3
ADDED 41: Doctorate (entry to profession)	A post-graduate-level university degree that prepares the graduate for entry to the profession of occupational therapy.	19, 23, 27: Level of Post-Basic Education in Occupational Therapy 1, 2, 3
Canadian University of Graduation for Basic Education in Occupational Therapy and Post-Basic Education in Occupational Therapy 1, 2, 3		
ADDED 24006000: Université de Sherbrooke 24011000: Université du Québec à Trois-Rivières	New schools are now offering programs of occupational therapy.	17, 21, 25, 29: Canadian University of Graduation for Basic Education in Occupational Therapy and Post-Basic Education in Occupational Therapy 1, 2, 3

For changes incorporated into version 2 from version 1, please see the *Occupational Therapist Database Data Submission Specifications Manual Version 2.0*, found [here](#).

6.2 Control Record Format

A control record is required at the start of each file. The control record describes the contents of the file. The type of information to be provided in the control record and the format of that information is outlined in the table below.

Field Number	Data Element	Start Byte	Length	Type	Values and/or Format
1	Occupation Abbreviation	1	5	Character	OCCTH
2	Data Provider Identifier	6	5	Character	AAAAA (format) See Appendix A for values
3	Current Data Year	11	4	Character	YYYY (format)
4	Number of Records	15	6	Numeric	The total number of records in the file (not including the control record)
5	File Creation Date	21	8	Date	YYYYMMDD The date the file was created
6	Provincial/Territorial Unique Identification/Registration Number Type	29	1	Character	R (Registration Number) or S (Substitute Number)
7	Filler	30	213	Character	Xs are added to the end of the record so that the control record is the same length as the detailed records

Notes

Field 6: Provincial/Territorial Unique Identification/Registration Number Type

Unique provincial/territorial identification/registration numbers for occupational therapists may be included in one of two ways:

1. The actual **registration** number may be used, or
2. A **substitute** (dummy) number may be used.

The type of number to be supplied is left to the discretion of the jurisdiction; however, regardless of which type of number is provided, the number for each respective registrant needs to be the same every year. If dummy numbers are supplied, they must remain consistent every year for each individual registrant (this enables CIHI to conduct longitudinal analysis on the data).

Field 7: Filler

Filler of 213 Xs will be accepted, per previous specifications.

Sample Control Record

- OCCTHAB001201100075020111031Rxxxxxxxxxxxxxxxxxxxxxxxx.....

Occupation Abbreviation	Data Provider Identifier	Current Data Year	Number of Records	File Creation Date (YYYYMMDD)	Provincial/Territorial Unique Identification/Registration Number Type (R [Registration] or S [Substitute])	Filler
OCCTH	AB001	2011	000750	20111031	R	Xs

In this sample control record,

- OCCTH indicates that the professionals are occupational therapists;
- AB001 indicates that the file was submitted by data provider AB001;
- 2011 indicates that the data collection year is 2011;
- 000750 indicates that there are 750 records in the file (**not** including the control record);
- 20111031 indicates that the file was created on October 31, 2011;
- R indicates that the registration numbers are actual registration numbers; and
- Xs indicate that the record is padded with filler characters.

6.3 Occupational Therapist Data Element Definitions and Record Layout

The following table provides the detailed information required to create records in a sequential file suitable for processing by CIHI.

Note: In field 1 (Provincial/Territorial Unique Identification/Registration Number), the length of the number may vary between data providers. If the length of the number being submitted is shorter than the maximum allowed (16 characters), the unique identification number must be left-justified and the remainder of the field filled with spaces (blanks).

Field Number	Data Element—Definition	Start Byte	Length	Values and/or Format	Definition
1	Provincial/Territorial Unique Identification/Registration Number	1	16	Provincial/territorial registration number or suitable alternative	A lifetime registration number, or suitable alternative, that uniquely identifies an occupational therapist within a particular jurisdiction. This number is a lifetime unique identifier assigned by the submitting jurisdiction for administrative purposes.

Field Number	Data Element—Definition	Start Byte	Length	Values and/or Format	Definition	
2	Gender The reported sexual category of a registrant, at the time of registration or renewal, used for administrative purposes.	17	1	F: Female		
				M: Male		
				7: Not Collected		Data element is not collected and/or not submitted by the data provider.
				9: Unknown		Data collector or data submitter is unable to obtain the required information for a specific data element.
3	Year of Birth Year of birth of the registrant.	18	4	Format: YYYY	Valid year	
				9997: Not Collected	Data element is not collected and/or not submitted by the data provider.	
				9999: Unknown	Data collector or data submitter is unable to obtain the required information for a specific data element.	
4	Province/Territory of Residence (Canadian) The Canadian province/territory of residence at the time of registration or renewal.	22	2	See Appendix B	Canadian province/territory codes	
				97: Not Collected	Data element is not collected and/or not submitted by the data provider.	
				98: Not Applicable	Data element is collected but does not apply.	
				99: Unknown	Data collector or data submitter is unable to obtain the required information for a specific data element.	
5	Country of Residence The country of residence at the time of registration or renewal.	24	3	See Appendix C	Country codes	
				997: Not Collected	Data element is not collected and/or not submitted by the data provider.	
				998: Not Applicable	Data element is collected but does not apply.	
				999: Unknown	Data collector or data submitter is unable to obtain the required information for a specific data element.	
6	Province/Territory of Registration (Canadian) The Canadian province/territory of registration based on the jurisdiction or organization submitting occupational therapist data.	27	2	See Appendix B	Canadian province/territory codes	
				97: Not Collected (CAOT use only)	Data element is not collected and/or not submitted by the data provider.	
7	Concurrent Province/Territory of Registration 1 (Canadian) Any other Canadian province/territory that a registrant is licensed in (as an occupational therapist) at the	29	2	See Appendix B	Canadian province/territory codes	
				97: Not Collected	Data element is not collected and/or not submitted by the data provider.	
				98: Not Applicable	Data element is collected but does not apply.	

Field Number	Data Element—Definition	Start Byte	Length	Values and/or Format	Definition
	time of registration or renewal with the jurisdiction submitting data to CIHI. For each registrant, up to three distinct Canadian provinces/territories of concurrent registration may be identified.			99: Unknown	Data collector or data submitter is unable to obtain the required information for a specific data element.
8	Concurrent Province/Territory of Registration 2 (Canadian) See element 7	31	2	See Appendix B	See element 7
				97: Not Collected	
				98: Not Applicable	
				99: Unknown	
9	Concurrent Province/Territory of Registration 3 (Canadian) See element 7	33	2	See Appendix B	See element 7
				97: Not Collected	
				98: Not Applicable	
				99: Unknown	
10	Concurrent Country of Registration 1 Any other country that a registrant is licensed in (as an occupational therapist) at the time of registration or renewal with the jurisdiction submitting data to CIHI. For each registrant, up to three countries of concurrent registration may be identified.	35	3	See Appendix C	Country codes
				997: Not Collected	Data element is not collected and/or not submitted by the data provider.
				998: Not Applicable	Data element is collected but does not apply.
				999: Unknown	Data collector or data submitter is unable to obtain the required information for a specific data element.
11	Concurrent Country of Registration 2 See element 10	38	3	See Appendix C	See element 10
				997: Not Collected	
				998: Not Applicable	
				999: Unknown	
12	Concurrent Country of Registration 3 See element 10	41	3	See Appendix C	See element 10
				997: Not Collected	
				998: Not Applicable	
				999: Unknown	

Field Number	Data Element—Definition	Start Byte	Length	Values and/or Format	Definition
13	<p>Previous Province/Territory of Registration (Canadian) For first-time registrants to the submitting jurisdiction, the previous Canadian province/territory of registration (as an occupational therapist) that immediately preceded current registration. Excludes re-entry registrations. In instances where a first-time registrant was previously registered in more than one jurisdiction, reflects the previous province/territory of registration in which the majority of employed/self-employed activity occurred, as self-reported by the registrant or assigned by the registrar.</p>	44	2	See Appendix B	Canadian province/territory codes
				97: Not Collected	Data element is not collected and/or not submitted by the data provider.
				98: Not Applicable	Data element is collected but does not apply.
				99: Unknown	Data collector or data submitter is unable to obtain the required information for a specific data element.
14	<p>Previous Country of Registration For first-time registrants to the submitting jurisdiction, the previous country of registration (as an occupational therapist) that immediately preceded current registration. Excludes re-entry registrations. In instances where a first-time registrant was previously registered in more than one jurisdiction, reflects the previous country of registration in which the majority of employed/self-employed activity occurred, as self-reported by the registrant or assigned by the registrar.</p>	46	3	See Appendix C	Country codes
				997: Not Collected	Data element is not collected and/or not submitted by the data provider.
				998: Not Applicable	Data element is collected but does not apply.
				999: Unknown	Data collector or data submitter is unable to obtain the required information for a specific data element.
15	<p>Level of Basic Education in Occupational Therapy Initial education program used to prepare an occupational therapist for practice. This refers to the initial education in occupational therapy used, in whole or in part, for consideration of licensure as an occupational therapist in Canada.</p>	49	2	10: Diploma	Diploma or equivalent conferred by a college or university (or comparable institution). This refers to direct-entry diplomas only.
				20: Baccalaureate	An undergraduate degree conferred by a university or comparable institution. This refers to direct-entry university degrees only.
				30: Master's	<i>A graduate-level university degree. This refers to direct-entry university degrees only. (REMOVED)</i>
				31: Master's (entry to profession)	A graduate-level university degree that prepares the graduate for entry to the profession of occupational therapy.

Field Number	Data Element—Definition	Start Byte	Length	Values and/or Format	Definition
				32: <i>Research master'sⁱⁱ</i>	<i>A graduate-level university degree that does not meet the requirement for entry level to the profession of occupational therapy. (REMOVED)</i>
				40: Doctorate	A post-graduate-level university degree. This refers to direct-entry university degrees only.
				41: Doctorate (entry to profession)	A post-graduate-level university degree that prepares the graduate for entry to the profession of occupational therapy.
				97: Not Collected	Data element is not collected and/or not submitted by the data provider.
				99: Unknown	Data collector or data submitter is unable to obtain the required information for a specific data element.
16	Year of Graduation for Basic Education in Occupational Therapy Year of completion of initial education program used to prepare an occupational therapist for practice.	51	4	Format: YYYY	Valid year
				9997: Not Collected	Data element is not collected and/or not submitted by the data provider.
				9999: Unknown	Data collector or data submitter is unable to obtain the required information for a specific data element.
17	Canadian University of Graduation for Basic Education in Occupational Therapy Name of Canadian university of completion of initial education program used to prepare an occupational therapist for practice.	55	8	See Appendix D	Canadian university for occupational therapy codes.
				99999997: Not Collected	Data element is not collected and/or not submitted by the data provider.
				99999998: Not Applicable	Data element is collected but does not apply.
				99999999: Unknown	Data collector or data submitter is unable to obtain the required information for a specific data element.

ii. This value has been removed from the database manual; however, it may be used by some data providers who are in the process of transitioning to the new values.

Field Number	Data Element—Definition	Start Byte	Length	Values and/or Format	Definition
18	Country of Graduation for Basic Education in Occupational Therapy Name of country of completion of initial education program used to prepare an occupational therapist for practice.	63	3	See Appendix C	Country codes
				997: Not Collected	Data element is not collected and/or not submitted by the data provider.
				999: Unknown	Data collector or data submitter is unable to obtain the required information for a specific data element.
19	Level of Post-Basic Education in Occupational Therapy 1 Other post-secondary education achieved in occupational therapy that resulted in a degree (this includes any post-basic occupational therapy education leading to a degree, for example, bridging or upgrade education).	66	2	20: Baccalaureate	An undergraduate degree conferred by a university or comparable institution.
				30: Master'sⁱⁱⁱ	<i>A graduate-level university degree. (REMOVED)</i>
				31: Master's (entry to profession)	<i>A graduate-level university degree that prepares the graduate for entry to the profession of occupational therapy. (REMOVED)</i>
				32: Post-Entry Master's	A graduate-level university degree that does not meet the requirement for entry level to the profession of occupational therapy.
				40: Doctorate	A post-graduate-level university degree.
				41: Doctorate (Entry to Profession)	A post-graduate-level university degree that prepares the graduate for entry to the profession of occupational therapy.
				97: Not Collected	Data element is not collected and/or not submitted by the data provider.
				98: Not Applicable	Data element is collected but does not apply.
				99: Unknown	Data collector or data submitter is unable to obtain the required information for a specific data element.
20	Year of Graduation for Post-Basic Education in Occupational Therapy 1 Year of completion of post-basic education in occupational therapy 1.	68	4	Format: YYYY	Valid year
				9997: Not Collected	Data element is not collected and/or not submitted by the data provider.
				9998: Not Applicable	Data element is collected but does not apply.
				9999: Unknown	Data collector or data submitter is unable to obtain the required information for a specific data element.

iii. This code/value has been removed from the database manual. It has been replaced with the code/value 32—*master's (post-entry master's)*. Note that although this code/value has been removed, it may be used by some data providers who are in the process of transitioning to the new codes/values.

Field Number	Data Element—Definition	Start Byte	Length	Values and/or Format	Definition
21	Canadian University of Graduation for Post-Basic Education in Occupational Therapy 1 Name of Canadian university of completion of post-basic education in occupational therapy 1.	72	8	See Appendix D	Canadian university for occupational therapy codes.
				99999997: Not Collected	Data element is not collected and/or not submitted by the data provider.
				99999998: Not Applicable	Data element is collected but does not apply.
				99999999: Unknown	Data collector or data submitter is unable to obtain the required information for a specific data element.
22	Country of Graduation for Post-Basic Education in Occupational Therapy 1 Name of country of completion of post-basic education in occupational therapy 1.	80	3	See Appendix C	Country codes
				997: Not Collected	Data element is not collected and/or not submitted by the data provider.
				998: Not Applicable	Data element is collected but does not apply.
				999: Unknown	Data collector or data submitter is unable to obtain the required information for a specific data element.
23	Level of Post-Basic Education in Occupational Therapy 2 Other post-secondary education achieved in occupational therapy that resulted in a degree (this includes any post-basic occupational therapy education leading to a degree, for example, bridging or upgrade education).	83	2	20: Baccalaureate	An undergraduate degree conferred by a university or comparable institution.
				30: <i>Master's</i> ^{iv}	<i>A graduate-level university degree. (REMOVED)</i>
				31: <i>Master's (Entry to Profession)</i>	<i>A graduate-level university degree that prepares the graduate for entry to the profession of occupational therapy. (REMOVED)</i>
				32: Post-Entry Master's	A graduate-level university degree that does not meet the requirement for entry level to the profession of occupational therapy.
				40: Doctorate	A post-graduate-level university degree.
				41: Doctorate (Entry to Profession)	A post-graduate-level university degree that prepares the graduate for entry to the profession of occupational therapy.
				97: Not Collected	Data element is not collected and/or not submitted by the data provider.
				98: Not Applicable	Data element is collected but does not apply.

iv. This code/value has been removed from the database manual. It has been replaced with the code/value 32—*master's (post-entry master's)*. Note that although this code/value has been removed, it may be used by some data providers who are in the process of transitioning to the new values.

Field Number	Data Element—Definition	Start Byte	Length	Values and/or Format	Definition
				99: Unknown	Data collector or data submitter is unable to obtain the required information for a specific data element.
24	Year of Graduation for Post-Basic Education in Occupational Therapy 2 Year of completion of post-basic education in occupational therapy 2.	85	4	Format: YYYY	Valid year
				9997: Not Collected	Data element is not collected and/or not submitted by the data provider.
				9998: Not Applicable	Data element is collected but does not apply.
				9999: Unknown	Data collector or data submitter is unable to obtain the required information for a specific data element.
25	Canadian University of Graduation for Post-Basic Education in Occupational Therapy 2 Name of Canadian university of completion of post-basic education in occupational therapy 2.	89	8	See Appendix D	Canadian university for occupational therapy codes.
				9999997: Not Collected	Data element is not collected and/or not submitted by the data provider.
				9999998: Not Applicable	Data element is collected but does not apply.
				9999999: Unknown	Data collector or data submitter is unable to obtain the required information for a specific data element.
26	Country of Graduation for Post-Basic Education in Occupational Therapy 2 Name of country of completion of post-basic education in occupational therapy 2.	97	3	See Appendix C	Country codes
				997: Not Collected	Data element is not collected and/or not submitted by the data provider.
				998: Not Applicable	Data element is collected but does not apply.
				999: Unknown	Data collector or data submitter is unable to obtain the required information for a specific data element.
27	Level of Post-Basic Education in Occupational Therapy 3 Other post-secondary education achieved in occupational therapy that resulted in a degree (this includes any post-basic occupational therapy education leading to a degree, for example, bridging or upgrade education).	100	2	20: Baccalaureate	An undergraduate degree conferred by a university or comparable institution.
				30: <i>Master's^v</i>	<i>A graduate-level university degree. (REMOVED)</i>
				31: <i>Master's (entry to profession)</i>	<i>A graduate-level university degree that prepares the graduate for entry to the profession of occupational therapy. (REMOVED)</i>

v. This code/value has been removed from the database manual. It has been replaced with the code/value 32—*master's (post-entry master's)*. Note that although this code/value has been removed, it may be used by some data providers who are in the process of transitioning to the new codes/values.

Field Number	Data Element—Definition	Start Byte	Length	Values and/or Format	Definition
				32: Post-Entry Master's	A graduate-level university degree that does not meet the requirement for entry level to the profession of occupational therapy.
				40: Doctorate	A post-graduate-level university degree.
				41: Doctorate (Entry to Profession)	A post-graduate-level university degree that prepares the graduate for entry to the profession of occupational therapy.
				97: Not Collected	Data element is not collected and/or not submitted by the data provider.
				98: Not Applicable	Data element is collected but does not apply.
				99: Unknown	Data collector or data submitter is unable to obtain the required information for a specific data element.
28	Year of Graduation for Post-Basic Education in Occupational Therapy 3 Year of completion of post-basic education in occupational therapy 3.	102	4	Format: YYYY	Valid year
				9997: Not Collected	Data element is not collected and/or not submitted by the data provider.
				9998: Not Applicable	Data element is collected but does not apply.
				9999: Unknown	Data collector or data submitter is unable to obtain the required information for a specific data element.
29	Canadian University of Graduation for Post-Basic Education in Occupational Therapy 3 Name of Canadian university of completion of post-basic education in occupational therapy 3.	106	8	See Appendix D	Canadian university for occupational therapy codes.
				9999997: Not Collected	Data element is not collected and/or not submitted by the data provider.
				9999998: Not Applicable	Data element is collected but does not apply.
				9999999: Unknown	Data collector or data submitter is unable to obtain the required information for a specific data element.
30	Country of Graduation for Post-Basic Education in Occupational Therapy 3 Name of country of completion of post-basic education in occupational therapy 3.	114	3	See Appendix C	Country codes
				997: Not Collected	Data element is not collected and/or not submitted by the data provider.
				998: Not Applicable	Data element is collected but does not apply.
				999: Unknown	Data collector or data submitter is unable to obtain the required information for a specific data element.

Field Number	Data Element—Definition	Start Byte	Length	Values and/or Format	Definition
31	Level of Education in Other Than Occupational Therapy 1 Level of post-secondary education completed in a field of study outside of occupational therapy.	117	2	10: Diploma	Diploma or equivalent conferred by a college or university (or comparable institution). This refers to education outside of occupational therapy.
				20: Baccalaureate	An undergraduate degree conferred by a university or comparable institution. This refers to education outside of occupational therapy.
				30: Master's	A graduate-level university degree. This refers to education outside of occupational therapy.
				40: Doctorate	A post-graduate-level university degree. This refers to education outside of occupational therapy.
				97: Not Collected	Data element is not collected and/or not submitted by the data provider.
				98: Not Applicable	Data element is collected but does not apply.
				99: Unknown	Data collector or data submitter is unable to obtain the required information for a specific data element.

Field Number	Data Element—Definition	Start Byte	Length	Values and/or Format	Definition
32	Field of Study for Education in Other Than Occupational Therapy 1 Field of study for education in other than occupational therapy 1. Reflects education outside of basic and post-basic occupational therapy education.	119	3	010: General Rehabilitation Science	
				020: Health Administration/Management	
				030: Public Administration	
				040: Public Health	
				050: Kinesiology and Exercise Science	
				060: Gerontology	
				070: Psychology	
				080: Health Professions and Related Clinical Sciences	
				090: Biological Sciences, Biomedical Sciences and Physical Sciences	
				100: Social Sciences, Arts and Humanities	
				110: Education	
				120: Law	
				130: Business, Management, Marketing and Related	
140: Other Field of Study	Other field of study outside of occupational therapy that is not otherwise specified.				
997: Not Collected	Data element is not collected and/or not submitted by the data provider.				
998: Not Applicable	Data element is collected but does not apply.				
999: Unknown	Data collector or data submitter is unable to obtain the required information for a specific data element.				
33	Year of Graduation for Education in Other Than Occupational Therapy 1 Year of completion of education in other than occupational therapy 1.	122	4	Format: YYYY	Valid year
				9997: Not Collected	Data element is not collected and/or not submitted by the data provider.
				9998: Not Applicable	Data element is collected but does not apply.
				9999: Unknown	Data collector or data submitter is unable to obtain the required information for a specific data element.
34	Province/Territory of Graduation for Education in Other Than Occupational Therapy 1 (Canadian) Canadian province/territory in which education in other than occupational therapy 1 was completed.	126	2	See Appendix B	Province/territory codes
				97: Not Collected	Data element is not collected and/or not submitted by the data provider.
				98: Not Applicable	Data element is collected but does not apply.
				99: Unknown	Data collector or data submitter is unable to obtain the required information for a specific data element.

Field Number	Data Element—Definition	Start Byte	Length	Values and/or Format	Definition
35	Country of Graduation for Education in Other Than Occupational Therapy 1 Name of country in which education in other than occupational therapy 1 was completed.	128	3	See Appendix C	Country codes
				997: Not Collected	Data element is not collected and/or not submitted by the data provider.
				998: Not Applicable	Data element is collected but does not apply.
				999: Unknown	Data collector or data submitter is unable to obtain the required information for a specific data element.
36	Level of Education in Other Than Occupational Therapy 2 Level of post-secondary education completed in a field of study outside occupational therapy.	131	2	10: Diploma	Diploma or equivalent conferred by a college or university (or comparable institution). This refers to education outside of occupational therapy.
				20: Baccalaureate	An undergraduate degree conferred by a university or comparable institution. This refers to education outside of occupational therapy.
				30: Master's	A graduate-level university degree. This refers to education outside of occupational therapy.
				40: Doctorate	A post-graduate-level university degree. This refers to education outside of occupational therapy.
				97: Not Collected	Data element is not collected and/or not submitted by the data provider.
				98: Not Applicable	Data element is collected but does not apply.
				99: Unknown	Data collector or data submitter is unable to obtain the required information for a specific data element.

Field Number	Data Element—Definition	Start Byte	Length	Values and/or Format	Definition
37	Field of Study for Education in Other Than Occupational Therapy 2 Field of study for education in other than occupational therapy 2. Reflects education outside of basic and post-basic occupational therapy education.	133	3	010: General Rehabilitation Science	
				020: Health Administration/Management	
				030: Public Administration	
				040: Public Health	
				050: Kinesiology and Exercise Science	
				060: Gerontology	
				070: Psychology	
				080: Health Professions and Related Clinical Sciences	
				090: Biological Sciences, Biomedical Sciences and Physical Sciences	
				100: Social Sciences, Arts and Humanities	
				110: Education	
				120: Law	
				130: Business, Management, Marketing and Related	
140: Other Field of Study	Other field of study outside of occupational therapy that is not otherwise specified.				
997: Not Collected	Data element is not collected and/or not submitted by the data provider.				
998: Not Applicable	Data element is collected but does not apply.				
999: Unknown	Data collector or data submitter is unable to obtain the required information for a specific data element.				
38	Year of Graduation for Education in Other Than Occupational Therapy 2 Year of completion of education in other than occupational therapy 2.	136	4	Format: YYYY	Valid year
				9997: Not Collected	Data element is not collected and/or not submitted by the data provider.
				9998: Not Applicable	Data element is collected but does not apply.
				9999: Unknown	Data collector or data submitter is unable to obtain the required information for a specific data element.
39	Province/Territory of Graduation for Education in Other Than Occupational Therapy 2 (Canadian) Canadian province/territory in which education in other than occupational therapy 2 was completed.	140	2	See Appendix B	Province/territory codes
				97: Not Collected	Data element is not collected and/or not submitted by the data provider.
				98: Not Applicable	Data element is collected but does not apply.
				99: Unknown	Data collector or data submitter is unable to obtain the required information for a specific data element.

Field Number	Data Element—Definition	Start Byte	Length	Values and/or Format	Definition
40	Country of Graduation for Education in Other Than Occupational Therapy 2 Name of country in which education in other than occupational therapy 2 was completed.	142	3	See Appendix C	Country codes
				997: Not Collected	Data element is not collected and/or not submitted by the data provider.
				998: Not Applicable	Data element is collected but does not apply.
				999: Unknown	Data collector or data submitter is unable to obtain the required information for a specific data element.
41	Employment Status At the time of registration or renewal, a registrant's work status (employed or unemployed).	145	2	10: Employed in Occupational Therapy	Employed (as an employee or self-employed professional) at the time of registration.
				11: Employed in Occupational Therapy, On Leave	Employed (as an employee or self-employed professional) in occupational therapy and not working as a result of a leave (for example, maternity/paternity leave or leave of absence).
				20: Unemployed and Seeking Employment in Occupational Therapy	Not currently employed and seeking employment in occupational therapy at the time of registration.
				30: Unemployed and Not Seeking Employment in Occupational Therapy	Not currently employed and not seeking employment in occupational therapy at the time of registration.
				97: Not Collected	Data element is not collected and/or not submitted by the data provider.
				99: Unknown	Data collector or data submitter is unable to obtain the required information for a specific data element.
				42	Primary Employment Category Employment category at the time of registration or renewal, for primary employment.
20: Temporary Employee	Status with employer is temporary with fixed duration of employment, based on a defined start and end date, and guaranteed or fixed hours of work per week.				
30: Casual Employee	Status with employer is on an as-needed basis, with employment that is not characterized by a guaranteed or fixed number of hours per week.				
34: Employee, Unspecified	Employer–employee arrangement is not specified.				

Field Number	Data Element—Definition	Start Byte	Length	Values and/or Format	Definition
				40: Self-Employed 97: Not Collected 98: Not Applicable 99: Unknown	A person who engages independently in the profession, operating his or her own economic enterprise. The individual may be the working owner of an incorporated or unincorporated business or professional practice, or an individual in a business relationship characterized by a verbal or written agreement(s) in which the self-employed individual agrees to perform specific work for a payer in return for payment. Data element is not collected and/or not submitted by the data provider. Data element is collected but does not apply. Data collector or data submitter is unable to obtain the required information for a specific data element.
43	Primary Full-Time/ Part-Time Status At the time of registration or renewal, for primary employment, the official status with an employer, or if official status is unknown, the classification of status based on usual hours worked.	149	2	10: Full Time 20: Part Time 97: Not Collected 98: Not Applicable 99: Unknown	Official status with employer is full-time or equivalent, or usual hours of work are equal to or greater than 30 hours per week. Official status with employer is part-time, or usual hours of work are less than 30 hours per week. Data element is not collected and/or not submitted by the data provider. Data element is collected but does not apply. Data collector or data submitter is unable to obtain the required information for a specific data element.
44	Province/Territory of Primary Employment (Canadian) The Canadian province/territory of primary employment at the time of registration or renewal.	151	2	See Appendix B 97: Not Collected 98: Not Applicable 99: Unknown	Province/territory codes Data element is not collected and/or not submitted by the data provider. Data element is collected but does not apply. Data collector or data submitter is unable to obtain the required information for a specific data element.

Field Number	Data Element—Definition	Start Byte	Length	Values and/or Format	Definition
45	Country of Primary Employment The country of primary employment at the time of registration or renewal.	153	3	See Appendix C	Country codes
				997: Not Collected	Data element is not collected and/or not submitted by the data provider.
				998: Not Applicable	Data element is collected but does not apply.
				999: Unknown	Data collector or data submitter is unable to obtain the required information for a specific data element.
46	Postal Code of Primary Employment At the time of registration or renewal, the postal code assigned by Canada Post for registrant's primary employment. The postal code reflects the site where service is delivered when available, with employer or business office postal code provided as an alternate (for example, if employer or business office location is different than the site where service is delivered, and only the employer or business office postal code is available). The site where service is delivered refers to the location where the registrant is directly engaged in their occupational therapy area of practice: direct service; client management; administration; education or research.	156	6	Format: A9A9A9	The six-digit postal code assigned by Canada Post.
				999997: Not Collected	Data element is not collected and/or not submitted by the data provider.
				999998: Not Applicable	Data element is collected but does not apply.
				999999: Unknown	Data collector or data submitter is unable to obtain the required information for a specific data element.
47	Site of Practice Indicator for Postal Code of Primary Employment An indicator that specifies whether or not the postal code for primary employment reflects the site where service is delivered. (The site where service is delivered refers to the location where the registrant is directly engaged in their occupational therapy area of practice: direct service; client management; administration; education; or research.)	162	1	0: No	Postal code does not reflect a site where service is delivered. The postal code provided refers to an employer or business office that is different than the site where service is delivered.
				1: Yes	Postal code reflects a site where service is delivered.
				7: Not Collected	Data element is not collected and/or not submitted by the data provider.
				8: Not Applicable	Data element is collected but does not apply.
				9: Unknown	Data collector or data submitter is unable to obtain the required information for a specific data element.

Field Number	Data Element—Definition	Start Byte	Length	Values and/or Format	Definition
48	<p>Primary Position At the time of registration or renewal, the main role within the primary employment (for registrants with multiple roles within primary employment, reflects the role associated with the most worked hours).</p>	163	2	10: Manager	Major role is in management. Role may involve the management of a particular program, as in a first-level management position, up to the senior-most management positions.
				20: Professional Leader/Coordinator	Direct service provider with a leadership role in the professional practice within an employment setting.
				30: Direct Service Provider	Major role is in the direct delivery of occupational therapy services, including case management and/or consultation.
				40: Educator	Major role is as an educator for a particular target group.
				50: Researcher	Major role is in knowledge development and dissemination of research.
				60: Other	Position that is not otherwise identified.
				97: Not Collected	Data element is not collected and/or not submitted by the data provider.
				98: Not Applicable	Data element is collected but does not apply.
				99: Unknown	Data collector or data submitter is unable to obtain the required information for a specific data element.
49	<p>Primary Employer Type At the time of registration or renewal, for primary employment, the type of employer (whether an employee or self-employed). This is the site where service is delivered. The site where service is delivered refers to the location where the registrant is directly engaged in their occupational therapy area of practice: direct service; client management; administration; education; or research.</p>	165	3	010: General Hospital	Health care facility that offers a range of inpatient and outpatient health care services (for example, medical, surgical, psychiatry) available to the target population. Includes specialty hospitals not otherwise classified.
				020: Rehabilitation Hospital/Facility	Health care facility that has as its primary focus the post-acute, inpatient and outpatient rehabilitation of individuals.
				030: Mental Health Hospital/Facility	Health care facility that has as its primary focus the acute or post-acute, inpatient and/or outpatient care of individuals with mental health issues and illness.
				040: Residential Care Facility	Refers to a licensed or regulated health facility that provides 24-hour skilled or immediate nursing care (that is, qualified nurses are on-site and available to respond immediately, if required). Includes long-term care facilities, nursing homes, special-care homes and homes for the aged.

Field Number	Data Element—Definition	Start Byte	Length	Values and/or Format	Definition
				050: Assisted-Living Residence	Refers to a non-institutional community setting that integrates a shared living environment with varying degrees of supportive services of the following types: supervision, housekeeping, personal care, meal service, transportation, social and recreational opportunities, etc. May have limited medical/nursing services available. Includes group homes, retirement homes, community care homes, lodges, supportive housing and congregate living settings.
				060: Community Health Centre	A community-based organization that may be the first point of contact for clients offering a range of primary health, social and/or other non-institutional based services, including occupational therapy.
				070: Visiting Agency/Business	A community-based agency or group professional practice/business focused on delivering health services, including occupational therapy, in the client's environment such as the home or workplace.
				080: Group Professional Practice/Clinic	A community-based group professional practice/business or clinic organized around the delivery of primarily on-site health services, including occupational therapy, by a group of health professionals. Clients typically come to the professionals' location to receive services. Other support staff may also be involved; however, the health professionals are the focus of service provision.
				090: Solo Professional Practice/Business	A community-based professional practice/business organized around the delivery of occupational therapy health services, by a single professional. Support staff may also be involved; however, the health professional is the focus of service provision.
				100: Post-Secondary Educational Institution	A post-secondary institution, either a university, college or equivalent institution, with a primary focus on the delivery of education.

Field Number	Data Element—Definition	Start Byte	Length	Values and/or Format	Definition
				110: School or School Board	A primary, elementary or secondary school (or equivalent institution), or the associated school board (or equivalent entity) that has responsibility for the governance and management of education funding issued by provincial governments.
				120: Association/ Government/ Para-Governmental	An organization or government that deals with regulation, advocacy, policy development, program development, research and/or the protection of the public, at a national, provincial/territorial, regional or municipal level.
				130: Industry, Manufacturing and Commercial	A business/industry whose focus of activities is not in the direct delivery of health care services but rather the health of workers, health-related product development or commercial activity outside of the health care system entirely.
				140: Other	Place of employment not otherwise identified.
				997: Not Collected	Data element is not collected and/or not submitted by the data provider.
				998: Not Applicable	Data element is collected but does not apply.
				999: Unknown	Data collector or data submitter is unable to obtain the required information for a specific data element.
50	Primary Area of Practice At the time of registration or renewal, the major focus of activities in primary employment.	168	3	Note: <u>Bold underlined text</u> refers to groupings and not values. <u>Areas of Direct Service</u> —Services provided directly to, or completed specifically for, a client(s). <u>Mental Health Areas of Direct Service</u>	
				010: Mental Health	Services provided to clients with a variety of mental health issues that require interventions focusing on maintaining/optimizing the occupational performance of the life of an individual.

Field Number	Data Element—Definition	Start Byte	Length	Values and/or Format	Definition
				Physical Health Areas^{vi} of Direct Service	
				020: Neurological System	Services provided to clients with a variety of neurological health issues that require interventions focusing on maintaining/optimizing the occupational performance of the life of an individual.
				030: Musculoskeletal System	Services provided to clients with a variety of musculoskeletal health issues that require interventions focusing on maintaining/optimizing the occupational performance of the life of an individual.
				040: Cardiovascular and Respiratory System	Services provided to clients with a variety of cardiovascular and/or respiratory health issues that require interventions focusing on maintaining/optimizing the occupational performance of the life of an individual.
				050: Digestive/ Metabolic/ Endocrine System	Services provided to clients with a variety of digestive, metabolic and/or endocrine related health issues that require interventions focusing on maintaining/optimizing the occupational performance of the life of an individual.
				060: General Physical Health	Services provided to clients with a variety of general physical health issues requiring interventions focusing on maintaining/optimizing the occupational performance of the life of an individual.
				Additional Areas of Direct Service	
				070: Vocational Rehabilitation	Vocational Rehabilitation— Services provided with the purpose of enabling clients to participate in productive occupation(s).

vi. Physical health areas of practice adapted from body functions definitions from the International Classification of Functioning, Disability and Health (ICF). Source: World Health Organization. ICF. <http://www3.who.int/icf/onlinebrowser/icf.cfm>. Accessed January 15, 2013.

Field Number	Data Element—Definition	Start Byte	Length	Values and/or Format	Definition
				080: Palliative Care ^{vii}	Services provided to clients with the aim of relieving suffering and improving the quality of life for persons who are living with or dying from advanced illness or who are bereaved.
				090: Health Promotion and Wellness	Services provided with the purpose of improving the health of clients through functions of health promotion, health protection, health surveillance and population health assessment.
				100: Other Areas of Direct Service	Area of direct service not otherwise identified.
				Areas of Client Management	
				120: Client Service Management	Focus of activities is the management of client services across the health care continuum, specifically the coordination of multiple services as required for client care.
				130: Medical/Legal Related Client Service Management	Focus of activities is expert guidance on occupational therapy related medical and/or legal issues associated with client care.
				Areas of Administration	
				110: Service Administration	Focus of activities is on the management of services, or the development of policy and/or programs.
				Areas of Education	
				140: Teaching	Focus of activities is directed at providing postsecondary teaching to individuals registered in formal education programs.
				Areas of Research	
				150: Research	Focus of activities is in knowledge development and dissemination of research.
				Other Area of Practice	
				160: Other Areas of Practice	Area of practice not otherwise described.
				997: Not Collected	Data element is not collected and/or not submitted by the data provider.
				998: Not Applicable	Data element is collected but does not apply.

vii. The definition for palliative care was adapted from the Canadian Hospice Palliative Care Association definition: "Hospice palliative care is aimed at relief of suffering and improving the quality of life for persons who are living with or dying from advanced illness or are bereaved." Source: Canadian Hospice Palliative Care Association. Frequently asked questions, 2012. http://www.chpca.net/menu_items/faqs.htm#faq_what. Accessed September 19, 2012.

Field Number	Data Element—Definition	Start Byte	Length	Values and/or Format	Definition
				99: Unknown	Data collector or data submitter is unable to obtain the required information for a specific data element.
51	Usual Weekly Hours of Work in Primary Employment At the time of registration or renewal, within secondary employment, the total usual (that is, typical or average) weekly hours of work in employment related to practice. For registrants in an employee–employer employment category, hours indicated are inclusive of all practice hours but should not exceed the hours (including overtime) for which a registrant is scheduled/approved and recognized. For registrants who are in a self-employed employment category, hours indicated is inclusive of all practice hours (for example, travel time, preparation, and service provision).	171	2	Format: ##	Total weekly hours, up to 99 hours. Two digits.
				97: Not Collected	Data element is not collected and/or not submitted by the data provider.
				98: Not Applicable	Data element is collected but does not apply.
				99: Unknown	Data collector or data submitter is unable to obtain the required information for a specific data element.
52	Primary Employment Funding Source At the time of registration or renewal, the main funding source for primary employment.	173	2	10: Public/Government	The public sector is the main source of funding for employed activities.
				20: Private Sector or Individual Client(s)	A private sector entity or an individual client is the primary source of funding for employed activities.
				30: Public/Private Mix	Funding for employed activities is derived from a mixture of public and private sources.
				40: Other Funding Source	Funding source not otherwise described.
				97: Not Collected	Data element is not collected and/or not submitted by the data provider.
				98: Not Applicable	Data element is collected but does not apply.
				99: Unknown	Data collector or data submitter is unable to obtain the required information for a specific data element.

Field Number	Data Element—Definition	Start Byte	Length	Values and/or Format	Definition
53	Primary Employment Client Age Range At the time of registration or renewal, the main age range of clients served in an area of direct service (area of practice) in primary employment.	175	2	10: Preschool Age	Preschool age clients that are between the ages of 0 and 4 years, inclusive.
				20: School Age	School-age clients that are between the ages of 5 and 17 years, inclusive.
				21: Mixed Pediatrics	Clients that are between the ages of 0 and 17 years, inclusive.
				30: Adults	Adult clients that are between the ages of 18 and 64 years, inclusive.
				40: Seniors	Older adult clients that are 65 years of age and older.
				41: Mixed Adults	Clients that are 18 years and older.
				44: All Ages	Clients across all age ranges.
				97: Not Collected	Data element is not collected and/or not submitted by the data provider.
				98: Not Applicable	Data element is collected but does not apply.
54	Secondary Employment Category Employment category at the time of registration or renewal for secondary.	177	2	10: Permanent Employee	See element 42
				20: Temporary Employee	
				30: Casual Employee	
				34: Employee, Unspecified	
				40: Self-Employed	
				97: Not Collected	
				98: Not Applicable	
55	Secondary Full-Time/Part-Time Status At the time of registration or renewal, for secondary employment, the official status with an employer, or if official status is unknown, the classification of status based on usual hours worked.	179	2	10: Full Time	See element 43
				20: Part Time	
				97: Not Collected	
				98: Not Applicable	
				99: Unknown	
56	Province/Territory of Secondary Employment (Canadian) The Canadian province/territory of secondary employment at the time of registration or renewal.	181	2	See Appendix B	See element 44
				97: Not Collected	
				98: Not Applicable	
				99: Unknown	

Field Number	Data Element—Definition	Start Byte	Length	Values and/or Format	Definition
57	Country of Secondary Employment The country of secondary employment at the time of registration or renewal.	183	3	See Appendix C	See element 45
				997: Not Collected	
				998: Not Applicable	
				999: Unknown	
58	Postal Code of Secondary Employment At the time of registration or renewal, the postal code assigned by Canada Post for registrant's secondary employment. The postal code reflects the site where service is delivered when available, with employer or business office postal code provided as an alternate (for example, if employer or business office location is different from the site where service is delivered, and only the employer or business office postal code is available). The site where service is delivered refers to the location where the registrant is directly engaged in his or her occupational therapy area of practice: direct service; client management; administration; education or research.	186	6	Format: A9A9A9	See element 46
				999997: Not Collected	
				999998: Not Applicable	
				999999: Unknown	
59	Site of Practice Indicator for Postal Code of Secondary Employment An indicator that specifies whether or not the postal code for secondary employment reflects the site where service is delivered.	192	1	0: No	See element 47
				1: Yes	
				7: Not Collected	
				8: Not Applicable	
				9: Unknown	
60	Secondary Position At the time of registration or renewal, the main role within the secondary employment (for registrants with multiple roles within an employment setting, reflects the role associated with the most worked hours).	193	2	10: Manager	See element 48
				20: Professional Leader/Coordinator	
				30: Direct Service Provider	
				40: Educator	
				50: Researcher	
				60: Other	
				97: Not Collected	
				98: Not Applicable	
				99: Unknown	

Field Number	Data Element—Definition	Start Byte	Length	Values and/or Format	Definition
61	<p>Secondary Employer Type At the time of registration or renewal, for secondary employment, the type of employer (whether an employee or self-employed). This is the site where service is delivered. The site where service is delivered refers to the location where the registrant is directly engaged in his or her occupational therapy area of practice: direct service; client management; administration; education; or research.</p>	195	3	010: General Hospital	See element 49
				020: Rehabilitation Hospital/Facility	
				030: Mental Health Hospital/Facility	
				040: Residential Care Facility	
				050: Assisted-Living Residence	
				060: Community Health Centre	
				070: Visiting Agency/Business	
				080: Group Professional Practice/Clinic	
				090: Solo Professional Practice/Business	
				100: Post-Secondary Educational Institution	
				110: School or School Board	
				120: Association/Government/Para-Governmental	
				130: Industry, Manufacturing and Commercial	
				140: Other	
997: Not Collected					
998: Not Applicable					
999: Unknown					
62	<p>Secondary Area of Practice At the time of registration or renewal, the major focus of activities in secondary employment.</p>	198	3	<p>Note: <u>Bold underlined text</u> refers to groupings and not values.</p>	
				<p><u>Areas of Direct Service</u>—Services provided directly to, or completed specifically for, a client(s).</p>	
				<p><u>Mental Health Areas of Direct Service</u></p>	
				010: Mental Health	See element 50

Field Number	Data Element—Definition	Start Byte	Length	Values and/or Format	Definition
				<u>Physical Health Areas^{viii} of Direct Service</u>	
				020: Neurological System	See element 50
				030: Musculoskeletal System	
				040: Cardiovascular and Respiratory System	
				050: Digestive/ Metabolic/ Endocrine System	
				060: General Physical Health	
				<u>Additional Areas of Direct Service</u>	
				070: Vocational Rehabilitation	See element 50
				080: Palliative Care ^{ix}	
				090: Health Promotion and Wellness	
				100: Other Areas of Direct Service	
				<u>Areas of Client Management</u>	
				120: Client Service Management	See element 50
				130: Medical/Legal Related Client Service Management	
				<u>Areas of Administration</u>	
				110: Service Administration	See element 50
				<u>Areas of Education</u>	
				140: Teaching	See element 50

viii. Physical health areas of practice adapted from body functions definitions from the International Classification of Functioning, Disability and Health (ICF). Source: World Health Organization. ICF. <http://www3.who.int/icf/onlinebrowser/icf.cfm>. Accessed January 15, 2013.

ix. The definition for palliative care was adapted from the Canadian Hospice Palliative Care Association definition: "Hospice palliative care is aimed at relief of suffering and improving the quality of life for persons who are living with or dying from advanced illness or are bereaved." Source: Canadian Hospice Palliative Care Association. Frequently asked questions, 2012. http://www.chpca.net/menu_items/faqs.htm#faq_what. Accessed September 19, 2012.

Field Number	Data Element—Definition	Start Byte	Length	Values and/or Format	Definition
				Areas of Research 150: Research	See element 50
				Other Area of Practice 160: Other Areas of Practice 997: Not Collected 998: Not Applicable 999: Unknown	See element 50
63	Usual Weekly Hours of Work in Secondary Employment At the time of registration or renewal, within secondary employment, the total usual (that is, typical or average) weekly hours of work in employment related to practice. For registrants in an employee–employer employment category, hours indicated are inclusive of all practice hours but should not exceed the hours (including overtime) for which a registrant is scheduled/approved and recognized. For registrants in a self-employed employment category, hours indicated is inclusive of all practice hours (for example, travel time, preparation, and service provision).	201	2	Format: ## 97: Not Collected 98: Not Applicable 99: Unknown	See element 51
64	Secondary Employment Funding Source At the time of registration or renewal, the main funding source for secondary employment.	203	2	10: Public/Government 20: Private Sector or Individual Client(s) 30: Public/Private Mix 40: Other Funding Source 97: Not Collected 98: Not Applicable 99: Unknown	See element 52
65	Secondary Employment Client Age Range At the time of registration or renewal, the main age range of clients served in an area of direct service (area of practice) in secondary employment.	205	2	10: Preschool Age 20: School Age 21: Mixed Pediatrics 30: Adults 40: Seniors 41: Mixed Adults	See element 53

Field Number	Data Element—Definition	Start Byte	Length	Values and/or Format	Definition
				44: All Ages 97: Not Collected 98: Not Applicable 99: Unknown	
66	Third Employment Category Employment category at the time of registration or renewal, for third employment.	207	2	10: Permanent Employee 20: Temporary Employee 30: Casual Employee 34: Employee, Unspecified 40: Self-Employed 97: Not Collected 98: Not Applicable	See element 54
67	Third Full-Time/Part-Time Status At the time of registration or renewal, for third employment, the official status with an employer, or if official status is unknown, the classification of status based on usual hours worked.	209	2	10: Full Time 20: Part Time 97: Not Collected 98: Not Applicable 99: Unknown	See element 55
68	Province/Territory of Third Employment (Canadian) The Canadian province/territory of third employment at the time of registration or renewal.	211	2	See Appendix B 97: Not Collected 98: Not Applicable 99: Unknown	See element 56
69	Country of Third Employment The country of third employment at the time of registration or renewal.	213	3	See Appendix C 997: Not Collected 998: Not Applicable 999: Unknown	See element 57

Field Number	Data Element—Definition	Start Byte	Length	Values and/or Format	Definition
70	Postal Code of Third Employment At the time of registration or renewal, the postal code assigned by Canada Post for registrant's third employment. The postal code reflects the site where service is delivered when available, with the employer or business office postal code provided as an alternate (for example, if employer or business office location is different from the site where service is delivered, and only the employer or business office postal code is available). The site where service is delivered refers to the location where the registrant is directly engaged in his or her occupational therapy area of practice: direct service; client management; administration; education; or research.	216	6	Format: A9A9A9	See element 58
				999997: Not Collected	
				999998: Not Applicable	
				999999: Unknown	
71	Site of Practice Indicator for Postal Code of Third Employment An indicator that specifies whether or not the postal code for third employment reflects the site where service is delivered.	222	1	0: No	See element 59
				1: Yes	
				7: Not Collected	
				8: Not Applicable	
				9: Unknown	
72	Third Position At the time of registration or renewal, the main role within the third employment (for registrants with multiple roles within an employment setting, reflects the role associated with the most worked hours).	223	2	10: Manager	See element 60
				20: Professional Leader/Coordinator	
				30: Direct Service Provider	
				40: Educator	
				50: Researcher	
				60: Other	
				97: Not Collected	
				98: Not Applicable	
				99: Unknown	

Field Number	Data Element—Definition	Start Byte	Length	Values and/or Format	Definition
73	Third Employer Type At the time of registration or renewal, for third employment, the type of employer (whether an employee or self-employed). This is the site where service is delivered. The site where service is delivered refers to the location where the registrant is directly engaged in his or her occupational therapy area of practice: direct service; client management; administration; education; or research.	225	3	010: General Hospital	See element 61
				020: Rehabilitation Hospital/Facility	
				030: Mental Health Hospital/Facility	
				040: Residential Care Facility	
				050: Assisted-Living Residence	
				060: Community Health Centre	
				070: Visiting Agency/Business	
				080: Group Professional Practice/Clinic	
				090: Solo Professional Practice/Business	
				100: Post-Secondary Educational Institution	
				110: School or School Board	
				120: Association/Government/Para-Governmental	
				130: Industry, Manufacturing and Commercial	
				140: Other	
997: Not Collected					
998: Not Applicable					
999: Unknown					
74	Third Area of Practice At the time of registration or renewal, the major focus of activities in third employment.	228	3	Note: <u>Bold underlined text</u> refers to groupings and not values.	See element 62
				Areas of Direct Service —Services provided directly to, or completed specifically for, a client(s).	
				Mental Health Areas of Direct Service	
				010: Mental Health	

Field Number	Data Element—Definition	Start Byte	Length	Values and/or Format	Definition
				Physical Health Areas^x of Direct Service	
				020: Neurological System	See element 62
				030: Musculoskeletal System	
				040: Cardiovascular and Respiratory System	
				050: Digestive/ Metabolic/ Endocrine System	
				060: General Physical Health	
				Additional Areas of Direct Service	
				070: Vocational Rehabilitation	See element 62
				080: Palliative Care ^{xi}	
				090: Health Promotion and Wellness	
				100: Other Areas of Direct Service	
				Areas of Client Management	
				120: Client Service Management	See element 62
				130: Medical/Legal Related Client Service Management	
				Areas of Administration	
				110: Service Administration	See element 62
				Areas of Education	
				140: Teaching	See element 62
				Areas of Research	
				150: Research	See element 62

x. Physical health areas of practice adapted from body functions definitions from the International Classification of Functioning, Disability and Health (ICF). Source: World Health Organization. *ICF*. <http://www3.who.int/icf/onlinebrowser/icf.cfm>. Accessed January 15, 2013.

xi. The definition for palliative care was adapted from the Canadian Hospice Palliative Care Association definition: "Hospice palliative care is aimed at relief of suffering and improving the quality of life for persons who are living with or dying from advanced illness or are bereaved." Source: Canadian Hospice Palliative Care Association. Frequently asked questions, 2012. http://www.chpca.net/menu_items/faqs.htm#faq_what. Accessed September 19, 2012.

Field Number	Data Element—Definition	Start Byte	Length	Values and/or Format	Definition
				Other Area of Practice	
				160: Other Areas of Practice	See element 62
				997: Not Collected	
				998: Not Applicable	
				999: Unknown	
75	Usual Weekly Hours of Work in Third Employment At the time of registration or renewal, within third employment, the total usual (that is, typical or average) weekly hours of work in employment related to practice. For registrants in an employee–employer employment category, hours indicated are inclusive of all practice hours but should not exceed the hours (including overtime) for which a registrant is scheduled/approved and recognized. For registrants in a self-employed employment category, hours indicated are inclusive of all practice hours (for example, travel time, preparation, and service provision).	231	2	Format: ##	See element 63
				97: Not Collected	
				98: Not Applicable	
				99: Unknown	
76	Third Employment Funding Source At the time of registration or renewal, the main funding source for third employment.	233	2	10: Public/Government	See element 64
				20: Private Sector or Individual Client(s)	
				30: Public/Private Mix	
				40: Other Funding Source	
				97: Not Collected	
				98: Not Applicable	
				99: Unknown	

Field Number	Data Element—Definition	Start Byte	Length	Values and/or Format	Definition
77	Third Employment Client Age Range At the time of registration or renewal, the main age range of clients served in an area of direct service (area of practice) in third employment.	235	2	10: Preschool Age	See element 65
				20: School Age	
				21: Mixed Pediatrics	
				30: Adults	
				40: Seniors	
				41: Mixed Adults	
				44: All Ages	
				97: Not Collected	
				98: Not Applicable	
				99: Unknown	
78	Registration Date Date assigned by the primary data collector indicating that the data provided falls within the parameters of the data collection period CIHI assigns to each submitting jurisdiction.	237	6	Format: YYYYMM	Year (four-digit) and month (two-digit)

7 File and Record Processing

Once data files are received by CIHI, all records undergo specific processing before being included in the OTDB. That processing occurs in the following sequence:

7.1 File Integrity Validation Processing

- File integrity validation processing checks the physical characteristics of the data file. The contents of the file’s control record are checked for errors, and the detailed records are counted. The count ensures that the number of detailed records is the same as in the control record count. Each detailed record is also checked to ensure that its record length matches the specifications.
- If the file does not pass file integrity validation processing, the entire file will be rejected and a report outlining the errors will be produced.

7.2 Record Validation Processing

- Record validation processing validates the data elements included in each record for format, content and internal consistency.
- This includes the validation of code fields (for example, the only possible choices for code values for male and female are M—*male*, F—*female*, 7—*not collected* and 9—*unknown*).
- The data also undergoes tests of the logical relationships between specific fields. For example, an error is identified if the value for Year of Graduation is less than the value for Year of Birth.
- Should the submitted codes not match the standardized CIHI codes, or if a logical relationship between fields is incorrect, a report will be generated that will identify the error and the record will not be included in the OTDB.

7.3 Error Correction

- Reports that identify errors will be shared with the respective data providers. Errors are reviewed jointly by CIHI and the respective data providers and corrected by the data provider. This is an iterative process and requires ongoing consultation between CIHI and the data provider in the weeks after file submission. The data providers are expected to correct the source data and to resubmit the entire file—that is, the original clean records plus the corrected records.

Appendix A—Data Provider Identifier Codes

Value	Data Provider	Corresponding Province/ Territory of Data Submission
NL001	Newfoundland and Labrador Occupational Therapy Board	Newfoundland and Labrador
PE001	Prince Edward Island Occupational Therapy Registration Board	Prince Edward Island
NS001	College of Occupational Therapists of Nova Scotia	Nova Scotia
NB001	New Brunswick Association of Occupational Therapists	New Brunswick
QC001	Ordre des ergothérapeutes du Québec	Quebec
ON001	College of Occupational Therapists of Ontario	Ontario
MB001	College of Occupational Therapists of Manitoba	Manitoba
SK001	Saskatchewan Society of Occupational Therapists	Saskatchewan
AB001	Alberta College of Occupational Therapists	Alberta
BC001	College of Occupational Therapists of British Columbia	British Columbia
NT001	Canadian Association of Occupational Therapists	Northwest Territories
YT001	Canadian Association of Occupational Therapists	Yukon
NU001	Canadian Association of Occupational Therapists	Nunavut

Source

Canadian Institute for Health Information.

Appendix B—Province/Territory Codes

Value	Value Label
NL	Newfoundland and Labrador
PE	Prince Edward Island
NS	Nova Scotia
NB	New Brunswick
QC	Quebec
ON	Ontario
MB	Manitoba
SK	Saskatchewan
AB	Alberta
BC	British Columbia
YT	Yukon
NT	Northwest Territories
NU	Nunavut

Sources

Canadian Postal Guide. <http://www.canadapost.ca/tools/pg/manual/PGaddress-e.pdf>.

ISO 3166-2:1998 Codes for the Representation of Names of Countries and Their Subdivisions—
Part 2: Country Subdivision Code.

Appendix C—Country Codes

If you have any difficulty locating the appropriate code, please contact the Program Lead, Occupational Therapist Database, at otdb@cihi.ca.

Code	Country Name*
AFG	Afghanistan
ALA	Åland Islands
ALB	Albania
DZA	Algeria
ASM	American Samoa
AND	Andorra
AGO	Angola
AIA	Anguilla
ATA	Antarctica [†]
ATG	Antigua and Barbuda
ARG	Argentina
ARM	Armenia
ABW	Aruba
AUS	Australia
AUT	Austria
AZE	Azerbaijan
BHS	Bahamas
BHR	Bahrain
BGD	Bangladesh
BRB	Barbados
BLR	Belarus
BEL	Belgium
BLM	Saint Barthélemy
BLZ	Belize
BEN	Benin
BMU	Bermuda
BTN	Bhutan
BOL	Bolivia, Plurinational State of
BIH	Bosnia and Herzegovina
BWA	Botswana
BVT	Bouvet Island [†]
BRA	Brazil
IOT	British Indian Ocean Territory [†]
BRN	Brunei Darussalam
BGR	Bulgaria
BFA	Burkina Faso

Code	Country Name*
BDI	Burundi
KHM	Cambodia
CMR	Cameroon
CAN	Canada
CPV	Cape Verde
CYM	Cayman Islands
CAF	Central African Republic
TCD	Chad
CHL	Chile
CHN	China
CXR	Christmas Island [†]
CCK	Cocos (Keeling) Islands [†]
COL	Colombia
COM	Comoros
COG	Congo
COD	Congo, The Democratic Republic of the Congo
COK	Cook Islands
CRI	Costa Rica
CIV	Côte d'Ivoire
HRV	Croatia
CUB	Cuba
CYP	Cyprus
CZE	Czech Republic
DNK	Denmark
DJI	Djibouti
DMA	Dominica
DOM	Dominican Republic
ECU	Ecuador
EGY	Egypt
SLV	El Salvador
GNQ	Equatorial Guinea
ERI	Eritrea
EST	Estonia
ETH	Ethiopia
FRO	Faeroe Islands
FLK	Falkland Islands (Malvinas)
FJI	Fiji
FIN	Finland
FRA	France
GUF	French Guiana
PYF	French Polynesia

Code	Country Name*
ATF	French Southern Territories [†]
GAB	Gabon
GMB	Gambia
GEO	Georgia
DEU	Germany
GHA	Ghana
GIB	Gibraltar
GRC	Greece
GRL	Greenland
GRD	Grenada
GLP	Guadeloupe
GUM	Guam
GTM	Guatemala
GGY	Guernsey
GIN	Guinea
GNB	Guinea-Bissau
GUY	Guyana
HTI	Haiti
HMD	Heard Island and McDonald Islands [†]
VAT	Holy See (Vatican City State)
HND	Honduras
HKG	Hong Kong
HUN	Hungary
ISL	Iceland
IND	India
IDN	Indonesia
IRN	Iran, Islamic Republic of
IRQ	Iraq
IRL	Ireland
IMN	Isle of Man
ISR	Israel
ITA	Italy
JAM	Jamaica
JPN	Japan
JEY	Jersey
JOR	Jordan
KAZ	Kazakhstan
KEN	Kenya
KIR	Kiribati
PRK	Korea, Democratic People's Republic of
KOR	Korea, Republic of

Code	Country Name*
KWT	Kuwait
KGZ	Kyrgyzstan
LAO	Lao People's Democratic Republic
LVA	Latvia
LBN	Lebanon
LSO	Lesotho
LBR	Liberia
LBY	Libyan Arab Jamahiriya
LIE	Liechtenstein
LTU	Lithuania
LUX	Luxembourg
MAC	Macao
MAF	Saint Martin
MKD	Macedonia, The former Yugoslav Republic of
MDG	Madagascar
MWI	Malawi
MYS	Malaysia
MDV	Maldives
MLI	Mali
MLT	Malta
MHL	Marshall Islands
MTQ	Martinique
MRT	Mauritania
MUS	Mauritius
MYT	Mayotte
MEX	Mexico
FSM	Micronesia, Federated States of
MDA	Moldova
MCO	Monaco
MNG	Mongolia
MNE	Montenegro
MSR	Montserrat
MAR	Morocco
MOZ	Mozambique
MMR	Myanmar
NAM	Namibia
NRU	Nauru
NPL	Nepal
NLD	Netherlands
ANT	Netherlands Antilles
NCL	New Caledonia

Code	Country Name*
NZL	New Zealand
NIC	Nicaragua
NER	Niger
NGA	Nigeria
NIU	Niue
NFK	Norfolk Island
MNP	Northern Mariana Islands
NOR	Norway
PSE	Occupied Palestinian Territory
OMN	Oman
PAK	Pakistan
PLW	Palau
PAN	Panama
PNG	Papua New Guinea
PRY	Paraguay
PER	Peru
PHL	Philippines
PCN	Pitcairn
POL	Poland
PRT	Portugal
PRI	Puerto Rico
QAT	Qatar
REU	Réunion
ROU	Romania
RUS	Russian Federation
RWA	Rwanda
SHN	Saint Helena, Ascension and Tristan da Cunha
KNA	Saint Kitts and Nevis
LCA	Saint Lucia
SPM	Saint Pierre and Miquelon
VCT	Saint Vincent and the Grenadines
WSM	Samoa
SMR	San Marino
STP	Sao Tome and Principe
SAU	Saudi Arabia
SEN	Senegal
SRB	Serbia
SYC	Seychelles
SLE	Sierra Leone
SGP	Singapore
SVK	Slovakia

Code	Country Name*
SVN	Slovenia
SLB	Solomon Islands
SOM	Somalia
ZAF	South Africa
SGS	South Georgia and the South Sandwich Islands
ESP	Spain
LKA	Sri Lanka
SDN	Sudan
SUR	Suriname
SJM	Svalbard and Jan Mayen Islands
SWZ	Swaziland
SWE	Sweden
CHE	Switzerland
SYR	Syrian Arab Republic
TWN	Taiwan, Province of China
TJK	Tajikistan
TZA	Tanzania, United Republic of
THA	Thailand
TLS	Timor-Leste
TGO	Togo
TKL	Tokelau
TON	Tonga
TTO	Trinidad and Tobago
TUN	Tunisia
TUR	Turkey
TKM	Turkmenistan
TCA	Turks and Caicos Islands
TUV	Tuvalu
UGA	Uganda
UKR	Ukraine
ARE	United Arab Emirates
GBR	United Kingdom of Great Britain and Northern Ireland
UMI	United States Minor Outlying Islands
USA	United States of America
URY	Uruguay
UZB	Uzbekistan
VUT	Vanuatu
VEN	Venezuela
VNM	Viet Nam
VGB	Virgin Islands, British
VIR	Virgin Islands, U.S.

Code	Country Name*
WLF	Wallis and Futuna Islands
ESH	Western Sahara
YEM	Yemen
ZMB	Zambia
ZWE	Zimbabwe

Notes

* Verified with United Nations Statistics Division.

† Not a country but a territory of another country; possibly a natural reserve.

Sources

HL7; ISO 3166 December 2006—3 alpha variable representation.

Appendix D—Canadian University Codes

ESIS Code	Post-Secondary Institution Name
59001000	University of British Columbia—Parent Institution
48001000	University of Alberta—Parent Institution
46005000	University of Manitoba—Parent Institution
35015000	University of Toronto—Parent Institution
35018000	University of Western Ontario—Parent Institution
35007000	McMaster University—Parent Institution
35011000	Queen's University—Parent Institution
35010000	University of Ottawa—Parent Institution
24003000	Université de Montréal—Parent Institution
24002000	McGill University
24005000	Université Laval
24006000	Université de Sherbrooke
24011000	Université du Québec à Trois-Rivières
12004000	Dalhousie University

Source

Statistics Canada. The above list has been derived from the Post-Secondary Institution Code Set used by Statistics Canada as part of the Enhanced Student Information System (ESIS). ESIS is the national survey that enables Statistics Canada to publish information on [enrolments at and graduates](#) of Canadian post-secondary education institutions. Further information can be obtained from the following website: <http://www.statcan.gc.ca/concepts/psis-siep/postsecond-eng.htm>.

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For permission or information, please contact CIHI:

Canadian Institute for Health Information
495 Richmond Road, Suite 600
Ottawa, Ontario K2A 4H6

Phone: 613-241-7860

Fax: 613-241-8120

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Talk to Us

CIHI Ottawa

495 Richmond Road, Suite 600
Ottawa, Ontario K2A 4H6
Phone: 613-241-7860

CIHI Toronto

4110 Yonge Street, Suite 300
Toronto, Ontario M2P 2B7
Phone: 416-481-2002

CIHI Victoria

880 Douglas Street, Suite 600
Victoria, British Columbia V8W 2B7
Phone: 250-220-4100

CIHI Montréal

1010 Sherbrooke Street West, Suite 300
Montréal, Quebec H3A 2R7
Phone: 514-842-2226

CIHI St. John's

140 Water Street, Suite 701
St. John's, Newfoundland and Labrador A1C 6H6
Phone: 709-576-7006