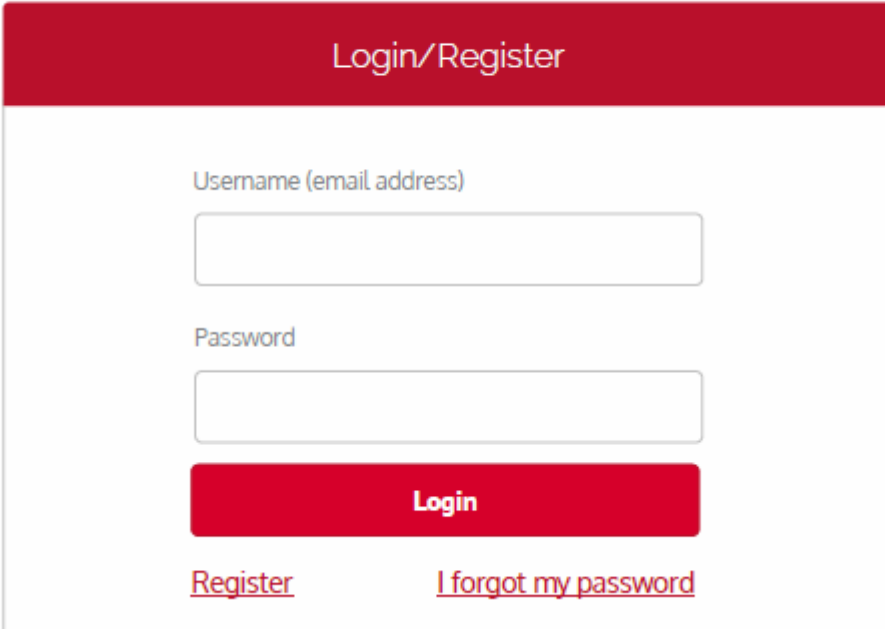


Recording One-on-One Education With Service Users

This quick reference guide walks you through recording delivery of one-on-one education with service users on the OCHART prevention tracking tool

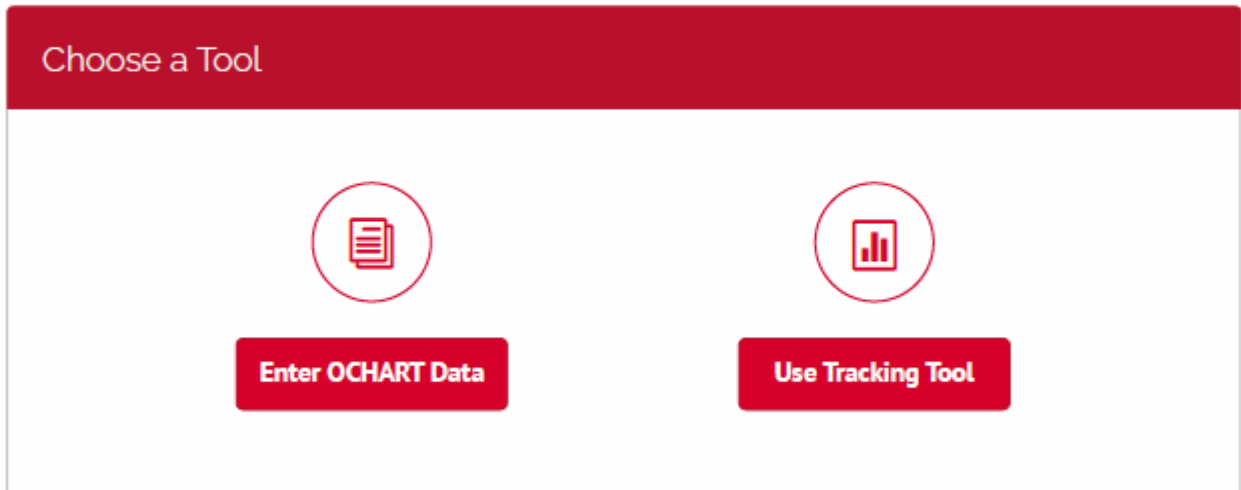
*****One-on-one education refers to responses to individual requests for information when people phone, email or drop-in to your agency*****

Log in to OCHART

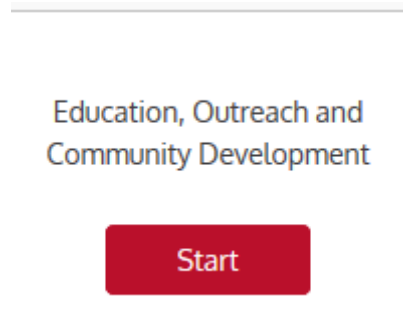


The screenshot shows a web form titled "Login/Register" with a red header. Below the header, there are two input fields: "Username (email address)" and "Password". Below the "Password" field is a red "Login" button. At the bottom of the form, there are two links: "[Register](#)" and "[I forgot my password](#)".

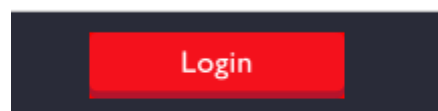
Select "Use Tracking Tool"



Select the Education, Outreach, and Community Development Tracking Tool



Select Login



Record the title of the activity

Prevention (Education and Outreach) and Community Development Tracking Tool

1. Activity Title

Enter an activity title that is meaningful to you, as this will help in identifying the activity when reviewing records. A prevention activity title might include such items as the topic or location of the activity or a description identifying the persons contacted.

Example: Portuguese g/b/msm Bathhouse Outreach Shift or Monthly Wellington County Harm Reduction Workers Meeting

Record the date of the activity

Activity date

(mm/dd/yyyy)

This date will determine which reporting period an activity is reflected in. Please ensure that you record the date the activity took place, not the day which you recorded the activity.

Select the type of activity being recorded

2. Select the activity which you would like to record

You can enter one activity at a time. To record another activity after submitting this one open the tracking tool again.

Activities with service users

- Education presentations
- Structured interventions/workshops
- One-on-one education
- Face to face outreach
- Online outreach

This tracking tool allows you to record one activity at a time. If you conducted one-on-one education session and attended a community development meeting on the same day, this would result in 2 entries.

Select the main priority population targeted

3. Main priority population targeted/discussed:

You can select **only one** priority population from this list. Select the population that you intended to engage. You are not expected to report on who actually attended the presentation.

Key priority populations

- People living with HIV People who use drugs
 ACB community Indigenous people
 Gay/bisexual/MSM Women at risk

Other at-risk populations

- Incarcerated people Other, please specify
 Sex workers

Select the **main** priority population that your one-on-one education session was intending to reach. If the intended audience was not one of the AIDS Bureau priority populations, please select one of the other at-risk populations. If Other, please provide a description of the population you were attending to reach.

Select the main goals of your one-on-one education session

4. Main goals of your activity:

Prevention activities can have more than one goal. Select only the goal(s) that most closely relate(s) to the purpose and focus of your activity.

- Improve the health and well-being of populations most affected by HIV
 Promote sexual health and prevent new HIV, STI and Hepatitis C infections
 Diagnose HIV infections early and engage people in timely care
 Improve the health, longevity and quality of life for people living with HIV
 Other Please specify

Select up to 2 goals from the list reflect the reason that you made this particular presentation. These goals are a reflection of the new AIDS Bureau logic model.

Select whether or not peers were involved in delivering this activity

5. Were peers involved in delivering this activity?

NOTE: A peer is a person who represents any of the priority populations AND who is open about his or her status and lived experience. Peers can include designated paid peer positions and peer volunteers. You are only expected to record information that is available to you.

- No Yes

If peers were involved in delivering this activity, please select the priority population they belong to

6. Which population do the peers belong to?

Key priority populations

- People living with HIV Indigenous people
 ACB communities People who use drugs
 Gay/Bisexual/MSM Women at risk

Other populations

- Incarcerated people Other, please specify
 Sex workers

If you selected Gay/bisexual/msm as your intended priority population please answer whether trans gay men were the true intended audience

7a Was this activity specifically targeted to trans gay man?

- No Yes

If you selected Women at risk as your intended priority population please answer whether trans women were the true intended audience

7b Was this activity specifically targeted to trans woman?

- No Yes

Enter the number of contacts served during this one-on-one session

7. Contacts

Number of contacts	<input type="text" value="1"/>
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The default will be one, but if there were more participants (such as a partner), please edit the number

Enter any notes that might be pertinent

8. Notes

Indicate whether or not you distributed any safer sex materials

! Did you distribute any safer sex materials?

No Yes

If yes, enter the number of materials distributed

11. Record number of **safer sex materials** distributed

Type of Material	Number Distributed
Dental dams	<input type="text" value="0"/>
Traditional condoms (male)	<input type="text" value="10"/>
Insertive condoms (female)	<input type="text" value="0"/>
Lubricant	<input type="text" value="0"/>

Please note that the tracking tool cannot be edited after you select submit

NOTE: *Tracking tool record can't be edited after it has been submitted.
Please make sure that the information you entered is correct*

Select Previous if you would like to review your entry



Or Submit to complete your record and submit it to the system

