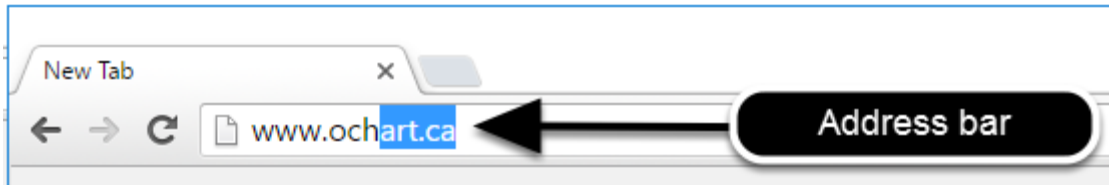


## Section 11: Capacity Building Programs

This section will show you how to complete section 11 of OCHART 2.0, Capacity Building Programs. Remember, you can fill in any OCHART section on your computer, tablet or smart phone.

**Type "www.ochart.ca" into the address bar. Press "ENTER".**



**You will see the screen below. Click the "START" button on the right side.**

### Ontario Community HIV/AIDS Reporting Tool

(Please make a selection)

Click Here to view your agency's historical OCHART data, including the October to March 2015/16 reporting period. Do not enter any new data here, this system is for reference only.

**Start**

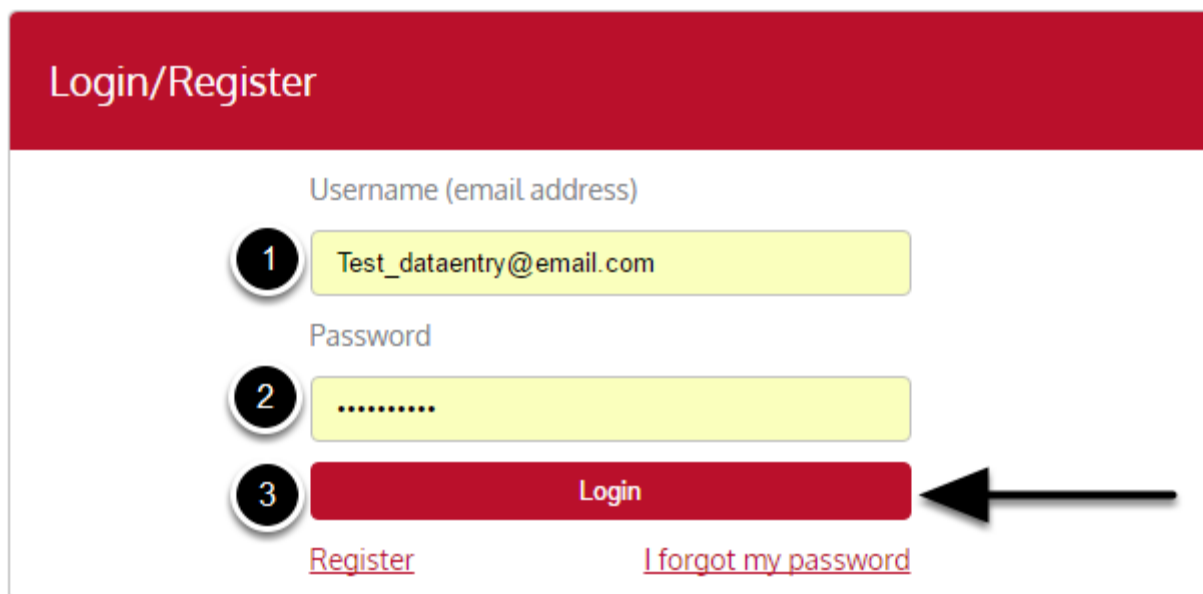
Click here to access the active OCHART portal, including tracking tools and the OCHART reporting system. You should use this system for tracking and reporting going forward.

**Start**

Please note that you need to register to the new OCHART to use the system. Credentials that you have for the old system won't work in the new one.

Clicking the start button on the left side will take you to the old OCHART system. If you click this accidentally, please click the back button on your internet browser. Next, click the start button on the right.

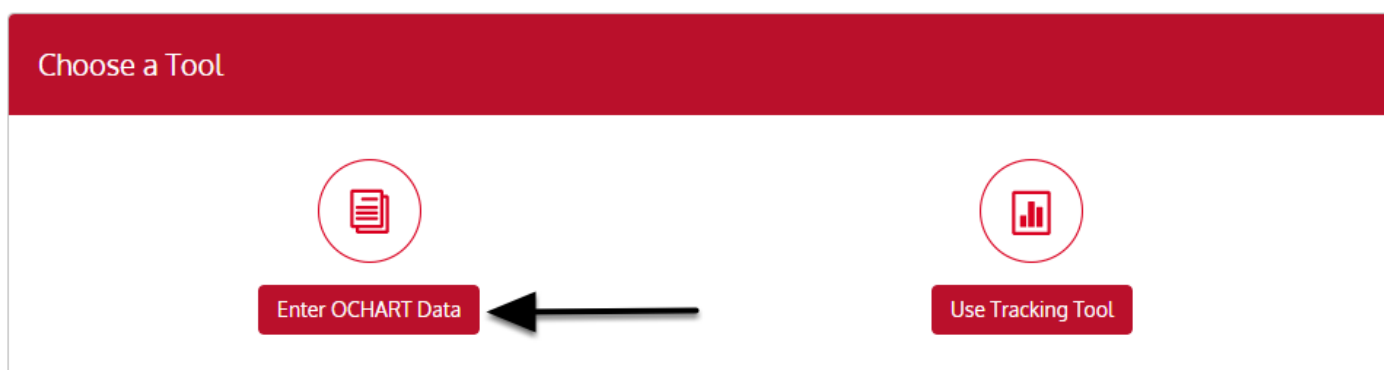
Type in your "Username" (your work email address) and your "Password". Click "Login".



The screenshot shows a login/register interface with a red header bar labeled "Login/Register". Below the header, there are three numbered steps: 1. Username (email address) field with the text "Test\_dataentry@email.com". 2. Password field with masked characters ".....". 3. A red "Login" button. A large black arrow points to the "Login" button. Below the "Login" button, there are two links: "Register" and "I forgot my password".

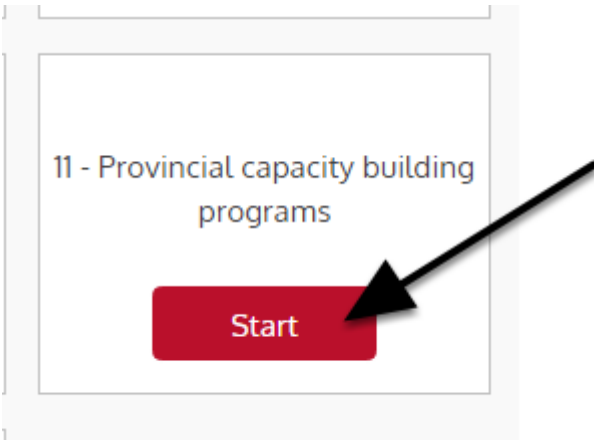
You must have an existing OCHART account in order to login. If you are a first time OCHART user and do not have an account, go to the section titled, "How to Register" for step-by-step registration instructions.

Click "Enter OCHART Data" (left side).



The screenshot shows a "Choose a Tool" section with a red header bar. Below the header, there are two buttons: "Enter OCHART Data" and "Use Tracking Tool". The "Enter OCHART Data" button is highlighted with a red circle and a document icon. A large black arrow points to the "Enter OCHART Data" button.

Click the "Start" button under "11 - Provincial capacity building programs".



At any time you can click the "Save" button to save all data entered in the section and exit the section.



Q1a. Record training and education presentations by type. Start by clicking "Insert".

**1a. Training and education presentation by type**  
Only choose service recipients if this was the audience that was specifically targeted.  
Only record presentations that were given by staff or volunteers from your agency.  
Do not record presentations that were given by other parties at events held by your organization.

If you want to record another activity, press **Insert**.

Education type	Service recipients	Presentation focus	Number of presentations	Number of participants
Insert				

Q1a. Click on the triangle and then click on the education type. Record the service recipients and the presentation focus (you can

choose up to two options). Record the number of presentations and participants. Click "+ Add".

1. Education type

-- Select One --

-- Select One --

Capacity building

Mentorship or coaching

KTE

☐ GMSH strategy workers

☐ ACB strategy workers

☐ WHAI strategy workers

board members

Other front line workers in HIV programs

People living with HIV

Public health professionals

Non-ASO service providers

Policy makers

Researchers

Community volunteers

Other, please specify

3. Presentation focus

(Select maximum two options)

☐ Substance use/harm reduction

☐ Cultural sensitivity training

☐ ARAO

☐ GIPA/MIPA

☐ Boundaries

☐ Dealing with grief and loss

☐ Disclosure and legal issues

☐ Dissemination of research

☐ Healthy sexuality

☐ HIV-specific training

☐ Human resource issues

☐ Leadership training

☐ Change leadership

☐ Organizational development

☐ Skills building

☐ Policy

☐ Social determinants of health

☐ HIV and immigration service access

☐ Other, please specify

4. Number of presentations

5. Number of participants

Cancel

+ Add

Only choose service recipients if this was the audience that was specifically targeted.

Only record presentations that were given by staff or volunteers from your agency.

Do not record presentations that were given by other parties at events held by your organization.

Clicking "Cancel" will erase the information you entered and take you back to the previous page.

Section 11: Capacity Building Programs

Page 5

**Q1a. To change the information you entered, click "Edit". To erase the information you entered, click "x Delete". To add another training or education presentation, click "Insert" and repeat the previous steps. When you are finished, click "Next".**

The diagram illustrates the user interface for adding, editing, and deleting training entries. It shows a table with the following structure:

Capacity building	Public health professionals	Leadership training	
			2
			20

Callouts provide instructions for each action:

- To add an entry, click "Insert".** (Points to the 'Insert' button below the first row)
- To make a change to your entry, click "Edit".** (Points to the 'Edit' button next to the second row)
- To erase your entry, click "x Delete".** (Points to the 'x Delete' button next to the second row)

**Q1b. Record the number of trainings and education presentations by type (under 2 hours, half to full day/workshop series, or Conference presentation). Click "Next".**

#### 1b. Number of trainings and education presentations by type

Presentation type	Number delivered
Type 1 - Short (under 2 hours)/one-time workshops in this reporting period	<input type="text"/>
Type 2 - Longer workshops (half to full day; or workshop series) in this reporting period	<input type="text"/>
Type 3 - Conference presentations in this reporting period	<input type="text"/>

◀ Previous      Next ▶

This question cannot be left blank. Please enter "0" if you did not do any of the type of training or education presentation in question. You cannot enter "n/a". If you enter "n/a", you will not be permitted to advance to the next question.

Click "Previous" to go back to a previous question.

**Q1c. Record how many presentations you provided to agencies located within each of the LHINs below during the reporting period. Click "Next".**

The following link can be used to assist you in determining which LHIN an agency may be located in: <http://www.lhins.on.ca>

**Note: Columns will total after you click Next.**

Location	Number delivered
Central	<input type="text"/>
Central East	<input type="text"/>
Central West	<input type="text"/>
Champlain	<input type="text"/>
Erie St Clair	<input type="text"/>
Hamilton Niagara Haldimand Brant	<input type="text"/>
Mississauga Halton	<input type="text"/>
North East	<input type="text"/>
North Simcoe Muskoka	<input type="text"/>
North West	<input type="text"/>
South East	<input type="text"/>
South West	<input type="text"/>
Toronto Central	<input type="text"/>
Waterloo Wellington	<input type="text"/>
Outside Ontario	<input type="text"/>
<b>Total</b>	<input type="text"/>
0	

Click the blue underlined text for assistance with determining which agencies are apart of which LHINs.

◀ Previous

Next ▶

Click the blue text below the question for assistance in determining an agency's LHIN.

Example: if a workshop was held in Toronto which had representatives from 6 agencies residing in 3 distinct LHINs (Central, Champlain, South West). You would record your presentation had an impact on three LHINs by recording 1 against each LHIN.

You do not have total the column. This will happen automatically.

Click "Previous" to go back to a previous question.

**Q2. Record any conferences your agency organized or co-organized. Click "Insert".**

Name of conference	Your role in organizing event	Service recipients	Number of participants	Key outcomes/results and additional comments
Insert				

Previous
Next

Click "Previous" to go back to a previous question.

**Q2. Fill in the conference details. Do not include conference presentations (you can record conference presentations in question 1). Click "+ Add".**

**1. Name of conference**

**2. Your role in organizing the event**

- ☐ Organized the event  
☐ Co-organized the event with partners

**3. Intended target group**

(Select maximum 3 options.)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Executive director/board members | <input type="checkbox"/> Other workers in HIV programs | <input type="checkbox"/> Policy makers        |
| <input type="checkbox"/> GMSH strategy workers            | <input type="checkbox"/> People living with HIV        | <input type="checkbox"/> Researchers          |
| <input type="checkbox"/> ACB strategy workers             | <input type="checkbox"/> Public health professionals   | <input type="checkbox"/> Community volunteers |
| <input type="checkbox"/> WHAI strategy workers            | <input type="checkbox"/> Non-ASO service providers     |   |

**4. Number of participants**

**5. Key outcomes/results and additional comments**

Provide 3 - 4 main outcomes/results. For example, met new service providers in the community who have joined our coalition, organized a follow-up meeting with agencies that provide counselling to discuss access for people living with HIV, identified new sources for referrals by staff at our agency, etc. *(Maximum 250 words, point form acceptable)*

Cancel
+ Add

For the narrative question, you can use point form but cannot exceed 250 words.

Conferences can include annual Opening Doors or other conferences held in your community that you organize/co-organize with community partners.

Clicking "Cancel" will erase the information you entered.



**Q2. To make a change to your entry, click "Edit" or to erase it, click "x Delete". To add another conference, click "Insert" and repeat the previous step. When you are finished, click "Next".**

Conference	Organized the event	Service recipients	Number of participants	Outcome 1 Outcome 3	Outcome 2
		People living with HIV	200		

To add another Conference, click "Insert".  
 Click "Edit" to make a change in your entry.  
 Click "x Delete" to erase your entry.

Insert Edit x Delete

Conferences can include annual Opening Doors or other conferences held in your community that you organize/co-organize with community partners.

Click "Previous" to go back to a previous question.

**Q3a. - Q3b. Answer the narrative questions about your education work. You can use point form. You cannot exceed 250 words. Click "Next".**

**3a. When you think about your education work in this reporting period, what are some successes you would like to highlight?**  
*(Maximum 250 words, point form acceptable)*

**3b. What barriers have you encountered in education work, and how are you addressing them?**  
*(Maximum 250 words, point form acceptable)*

Previous
 Next

Click "Previous" to go back to a previous question.

These questions are mandatory.

**Q4. Record your community development meetings. Click "Insert".**

Meeting type	Meeting participants	Number of meetings
Insert		

**Q4. Click the triangle and click on the meeting type. Fill in the participants (you can select up to 3 options) and record the number of meetings. Click "+ Add".**

1. Meeting type

-- Select One --

-- Select One --

Governance

Network/partnerships

Advocacy

Strategic planning/organizational development

Program planning

Advisory committee

Strengthen inter-agency cooperation

Working group

front line workers in HIV programs

Policy makers

Researchers

Other, please specify

Cancel + Add

For this report, community development is a complex process (tailored to local context) that seeks to improve the lives of community members by building opportunities to enhance the capacity of service providers, community stakeholders, businesses and government. Community development works with organizations (e.g., service providers) rather than with individuals (e.g., service users, clients) and is separate from direct service delivery. The focus is to improve the responsiveness, accessibility and ultimately the impact of community services.

Clicking "Cancel" will erase the information you just entered.

Click "Previous" to go back to a previous question.

**Q4. You can change your entry by clicking "Edit" or you can erase it by clicking on "x Delete". To add another community development meeting, click "Insert" and repeat the previous steps. When you are finished, click "Next".**

To add another meeting, click "Insert".

To change what you entered, click "Edit".

To erase what you entered, click "x Delete".

Insert

Previous Next

Edit x Delete

Click "Previous" to go back to a previous question.

**Q5a. - Q5b. Answer the narrative questions about your community development work. You can use point form. You cannot exceed 250 words. Click "Next".**

**5a. When you think about your community development work in this reporting period, what are some successes you would like to highlight?**  
*(Maximum 250 words, point form acceptable)*

**5b. What barriers have you encountered in community development work, and how are you addressing them?**  
*(Maximum 250 words, point form acceptable)*

◀ Previous

Next ▶

These questions are mandatory.

Click "Previous" to go back to a previous question.

**Q6. List the education resources you developed.**

Name of resource	Primary intended audience	Type of resource	Total number distributed
<div>Insert</div>			

◀ Previous

Next ▶

### Q6. Record the education resource details. Click "+ Add".

**1. Name of resource developed**

**2. Type of resource**

- ☐ Manuals/training kits
- ☐ Brochures, posters, flyers or pamphlets - agency promotional materials
- ☐ Brochures, posters, flyers or pamphlets - prevention/education
- ☐ Workshop presentation materials (includes templates, PowerPoint, handouts, etc.)
- ☐ Strategic planning, decision making, policy or organizational development tools
- ☐ PHA health information or support resources
- ☐ Film/DVD
- ☐ Research summary or evaluation report
- ☐ Newsletter or news article
- ☐ Other, please specify

**3. Primary intended audience for resource**

- ☐ Executive director/board members
- ☐ GMSH strategy workers
- ☐ ACB strategy workers
- ☐ WHAI strategy workers
- ☐ OAHAS workers
- ☐ Other workers in HIV programs
- ☐ People living with HIV
- ☐ Public health professionals
- ☐ Non-ASO service providers
- ☐ Policy makers
- ☐ Researchers
- ☐ Community volunteers
- ☐ Members
- ☐ Frontline service providers

**4. Total number distributed**

List all education resources developed EXCEPT those developed as part of coordinated awareness or social marketing campaigns.

For resources associated with awareness campaigns, report in question 7.

Report newsletter distribution here.

Report unpaid media contacts (interviews, appearances, articles) as a 'newsletter or news article'. Include name of media outlet, date and article name as name of resource.

Clicking "Cancel" will erase the information you just entered and take you back to the previous screen.

**Q6. To edit your entry click "Edit" or erase it by clicking "x Delete". To add another resource, click "Insert". Once you have completed the question, click "Next".**

Name of resource	Primary intended audience	Type of resource	Total number distributed
Resource		Manuals/training kits	

[Insert](#)
To add another resource, click "Insert".
To change what you entered, click "Edit".
[Edit](#)
[x Delete](#)

[Previous](#)
[Next](#)
To erase what you entered, click "x Delete".

Click "Previous" to go back to a previous question.

**Q7. Record any awareness campaigns from the reporting period using the same steps from question 6. When you are finished, click "Next".**

#### 7. Awareness campaigns

For this reporting form, awareness/social marketing campaign is defined as a series of coordinated activities designed to engage a specific audience or audiences in a certain issue.

If you want to record another awareness campaign, press [Insert](#).

Name of campaign	Involved in planning	Campaign components developed	Number of planning meetings

[Insert](#)

[Previous](#)
[Next](#)

An awareness/social marketing campaign is defined as a series of coordinated activities designed to engage a specific audience or audiences in a certain issue.

Click "Previous" to go back to a previous question.

**Q7.1. Select the awareness campaign materials from the drop-down menu by clicking on the arrow and then clicking on the appropriate option. Record the number of materials developed and distributed.**

## 7.1 Awareness campaign materials

	Campaign component	Number developed	Number distributed
1.	<div> <div>+Add Row</div> <div> <div>Pre</div> <div>           Manuals/training kits            Brochures, posters, flyers or pamphlets – agency promotional materials            Brochures, posters, flyers or pamphlets - prevention education  <b>Workshop presentation materials (includes templates, PowerPoint, handouts, etc.)</b>            Health information or support resources for PHAs            Film/DVD            Newsletter or news article            Prevention, safer sex (e.g., condom packets)            Press releases/PSAs            Website or campaign specific webpage (only record # developed)            Campaign specific Facebook page (only record # developed)            Campaign specific Twitter feed (only record # developed)            Other (please specify)         </div> </div> </div>		1

**Q7.1. Click "+ Add Row" to add awareness campaign materials. To erase the previously entered row, click "Remove Row". When you are finished the question, click "Next".**

7.1 Awareness

To add more materials, click "+Add Row".

	Campaign component	Number developed	Number distributed
1.	Brochures, posters, flyers or pamphlets – agency promotional materials	10	10
2.			

Click "Remove Row" to erase the previous row.

+Add Row Remove Row

Previous Next

Click "Previous" to go back to a previous question.

## Q8. Report your agency's use of online and social media in the provision of services in the past six months. Click "Next".

Type of media	Extent of use		Reach
Website	# websites updates/new pages	<input type="text"/>	# of unique & returning visitors <input type="text"/>
Online training	# of sessions	<input type="text"/>	# of participants <input type="text"/>
Online resources	# of resources developed/updated	<input type="text"/>	# of resources downloaded <input type="text"/>
Other social media 1	specify type of units counted <input type="text"/>	# of units <input type="text"/>	specify type of units counted <input type="text"/>
Other social media 2	specify type of units counted <input type="text"/>	# of units <input type="text"/>	specify type of units counted <input type="text"/>

◀ Previous      Next ▶

If you did not use social or online media during the reporting period, do not fill in the question.

If you are reporting something under "Other social media 1" or "Other social media 2", please specify the type of units counted e.g., # of connections or # of followers.

Click "Previous" to go back to a previous question.

## Q9a. Record peer involvement in education and community development in the past six months. Click "Next".

### 9a. Peer involvement in education and community development

This question is trying to get at the involvement of GIPA/MIPA principles.

We recognize that the definition of peers will vary based upon the type of programs.

Total number of unique PHA peers	<input type="text"/>
Total number of unique non-PHA peers	<input type="text"/>

◀ Previous      Next ▶

Click "Previous" to go back to a previous question.

## Q9b. Describe how PHAs/peers are involved in your education and community development work. Use the drop down-menus by clicking

on the triangle and clicking on the appropriate option. Click "+ Add Row" to add an activity. When you are finished, click "Next".

9b. Please describe how PHAs/peers are involved in your education and community development work.  
*Note: The number entered for any of the activities cannot exceed the corresponding numbers in question 9a.  
(e.g., if it was reported that there were 5 unique PHAs in question 9a, there cannot be more than 5 against any activity in 9b.)*

	Agency activity	Extent of PEER involvement (how often are peers involved in this work?)	Extent of PHA involvement (how often are PHA peers involved in this work?)	Number of non-PHA peers	Number of PHA peers
1	<div><div>+Add</div><div>Short/one-time education presentations</div><div>Longer workshops</div><div>Conference presentations</div><div>Conference organizing</div><div>One-on-one education/coaching</div><div>Community development meetings</div><div>Resource development</div><div>Resource distribution</div><div>Awareness campaign planning</div><div>Awareness campaign delivery</div></div>	<div><div>1</div></div>	<div></div>	<div></div>	<div></div>
9c. Please define what a peer is as related to your program.	<div></div>				
	<div><div>Submit</div><div>Save</div></div>				

Click "Previous" to go back to a previous question.

9b. Write your program's definition of a peer. Click "Previous" to review previous questions. When you are finished reviewing and answering the questions in this section, click "Save" to save your work and exit the section.

9c. Please define what a peer is as related to your program.