This section will show you how to complete section 9 of OCHART 2.0, Hepatitis C 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.

ck Here to view your agency's	Click here to access the active
cluding the October to March	tracking tools and the OCHART
15/16 reporting period. Do not	reporting system. You should
enter any new data here, this	use this system for tracking and
system is for reference only.	reporting going forward.
Stort	Stort
Start	Start

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".

Login/Register	
Username (email address)	
1 Test_dataentry@email.com	
Password	
2	
3 Login	◀
Register 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).

Choose a Tool	
Enter OCHART Data	Use Tracking Tool

Click the "Start" button under "9 - Hepatitis C services".



#### **Hepatitis C Programs**

This section of OCHART is intended for those agencies who receive funding from the Hepatitis C Secretariat. Please complete all sections as they relate to your hepatitis C program.

For those agencies who are also funded by the AIDS Bureau, some of the data will be pre-populated based on what you have entered for your HIV/AIDS funded programs.

If you have any questions regarding the completion of OCHART for HCV, please contact Samantha MacNeill, Senior Policy Analyst - Hep C Secretariat, AIDS & Hepatitis C Programs at Samantha.MacNeill@ontario.ca or 416-212-5473.

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



## Q1a. Record the number of unique clients who received Hep C case management and treatment services by sex/gender and client group. Click "Next".

#### 1a. Number of unique clients served by sex/gender and client group

Record the number of service users by sex/gender in the following groups who received services during the reporting period. **Note:** Columns will total after you click Next.

	People livi	ng with HCV	People aff	ected by HCV	People at-risk of acquiring HCV		
Sex/gender	New	Existing	New	Existing	New	Existing	
Male							
Female							
Trans man							
Trans woman							
Total	0	0	0	0	0	0	

You do not have total each column as this will happen automatically when you click "Next".

Record the total number of distinct service users who accessed services, NOT the number of times services were accessed.

Double check your entries as they will be used to validate your answers to later questions.

Q1b. Record the number of unique clients served by sex/gender in the following age ranges who received services in the past six months. Ensure that the total number of new clients and existing clients equals the numbers in red below the question. Click "Next".

#### 1b. Number of unique clients served by sex/gender and age Record the number of service users by sex/gender in the following age ranges who received services during the reporting period.

The total number of NEW clients you enter here should goal: 0 male, 0 female, 0 trans man, 0 trans woman.

equal the numbers in re	ed below I	lne		F	emale			-	rans	The total number of existing client			ents	
question.			Existing	New		Existing		New		must equ	al the r	numbers	in red b	elow
Less than 18		]									the	question.		
8 - 25														
6 - 35							[						]	
6 - 45													]	
6 - 55					[								]	
6 - 65														
6 - 75													]	
over 75													]	
Inknown		1			[								1	

#### Q1c. Record the number of unique clients receiving services by sex/ gender and ethnicity. Ensure that the total number of new clients and existing clients equals the numbers in red below the question. Click "Next".

**1c. Number of unique clients receiving services by sex/gender and ethnicity** Record the number of service users by sex/gender and ethnicity who received services during the reporting period.

The total number of <b>NEW</b> clients y	you enter her	e should qual: 0 ma	le, 0 female, 0 tr	ans man, <mark>0 trav</mark> s w	oman.	
The total number of new clie equal the numbers in red be question.	ents must elow the	Male	Fe	male	New	The total number of existing clients
White		Existing	New	Existing	New	the question.
Black						
Latin American						
South East Asian						
Arab/West Asian						
South Asian						
First Nations						
Metis						
Inuit						
Not listed						
Unknown						

Q1d. Record the number of unique new and existing clients served by sex/gender and language spoken at home. Start by clicking on the triangle and clicking the appropriate option from the drop-down menu.



## Q1d. Fill in the number of new and existing clients by sex/gender and language. For additional language categories, click "+Add Row" and repeat these steps. When complete, click "Next'.



Clicking "Remove Row" will delete the above row's information.

Ensure that the total number of new clients and existing clients equals the numbers in red below the question.

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

## Q1e. Record the number of unique new and existing clients served by sex/gender and place of origin. Start by clicking on the triangle and then clicking on the appropriate selection from the drop-down menu.



Southern Asia

Q1e. Fill in the number of new and existing clients by sex/gender and place of origin. For additional places of origin, click "+Add Row" and repeat these steps. When complete, click "Next'.

1e. Report the number of unique new and existing clients served by sex/gender and place of origin.

Ensure that the total number of new clients equals the numbers in red below the question.	e should equar I nere should e	0 male, 0 fem qua: 0 male, 0	ale, <b>0</b> trans r 0 female, <b>0</b> tr	nan, <b>0 te</b> ns v rans man, <b>0 t</b>	woman. Dans woman.			
Place of origin	Male New	Male Existing	Female New	Existing	Trans man New	Trans man Existing	Trans woman New	Trans woman Existing
1 Add Row Semove Row			The	e total numb t equal the the	per of existin numbers in r question.	g clients red below		
Previous     Next								

Clicking "Remove Row" will delete the above row's information.

Double check that the total number of new and existing clients equals the numbers in red below the question.

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

#### Q1f. Record services provided by client category and sex/gender. Click the triangle buttons and click on the appropriate option from the drop-down menu. Click "+Add Row" to add client categories. When complete, click "Next".

ie total number of clients you ente	er in each row cannot be	greater tha <b>0</b> male, <b>0</b> f	female, <b>0</b> tran	s man, <mark>0</mark> tran	s woman.
Client category	Services	Male	Fema	Trans man	Trans woman
1		<b>•</b>			
+Add Row Remove Row		Make sur	e that the to	tal number o	of clients in
♦ Previous Next ♦		each rov re	v does not e d found belo	xceed the n w the quest	umbers in tion.

Record how many of the above service users accessed the service, not the number of times the service was accessed.

A service user may be counted in more than one category, but only once in each category.

Double check that the total number of clients you entered in each row does not exceed the numbers in red below the question.

Clicking "Remove Row" will delete the above row's information.

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

# Q1f(a). Report the number of affected clients who received case management services. Check to make sure that the total number of clients you enter in each row does not exceed the numbers in red found below the question. Click "Next".

Case management services	Male Female	Trans man	Trans woman					
Application completion								
Referrals								
Counselling/support	Make sure that the total nur	nber of clients in						
Practical assistance	red found below the	each row does not exceed the numbers in						
Individual advocacy								

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

Q2. Click the check box and then click "Next" if your agency is not funded to provide testing. If your agency is funded to provide testing, leave the check box blank and click "Next".



Testing numbers should capture all of the people who have been tested by the HCV team (within your organization and during outreach activities outside of your organization) during this reporting period.

### Q2a. Record the number of people tested by sex/gender and type of testing during the reporting period. Click "Next".

#### 2a. Number and type of test by sex/gender

Record the number of people tested by sex/gender and type of test during this reporting period. A person may be counted in more than one category, but only once in each category.

Type of test	M	ale	Fe	male	Trans man		Trans woman	
	New	Existing	New	Existing	New	Existing	New	Existing
Total number of HCV antibody tests								
Total number of HCV RNA tests								
Total number of HIV antibody tests								
Fotal number of HBV (antibody/antigen) tests								
Fotal number of fibroscans								
Fotal number of fibrotests								
Total number of fibrotests								

A client can be counted in more than one category but only once per category.

If you clicked the check box indicating that your agency is not funded to do testing, you will not be asked to answer this question.

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

## Q2b. Click the check box if your agency doesn't provide outreach testing and then click "Next". If your agency does provide outreach testing, leave the check box blank and click "Next".

#### 2b. Outreach testing

Agency doesn't provide outreach testing.



### Q2b. Click on the boxes beside every location where testing was offered or conducted during the reporting period. Click "Next".

#### 2b. Which locations did the HCV team provide outreach testing during the reporting period?

Record the places where testing was either offered or conducted by the HCV team during this reporting period.

Addiction program (residential and day programs)	
Clinic/health centre	
Correctional facility	
Drop-in centre	
Food bank/soup kitchen	
Methadone maintenance clinic	
Mobile service	
Mental health service	
Pharmacy	
Shelter	
ASO	
Street outreach, incl. park, alley, etc.	
Social gathering	
Other	

Previous

If you clicked the check box stating that your agency doesn't provide outreach testing, you will not see this question.

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

Next

Þ

## Q3. Click the check if your agency is not funded to provide treatment to clients and then click "Next". If your agency is funded to provide treatment to clients, leave the check box blank and click "Next".

#### 3. Hepatitis C treatment

Please complete the following treatment breakdown. Please ensure that your total current case load equals your total pre treatment + total on treatment + total post treatment (EOT to SVR) for this reporting period. Numbers should reflect current reporting period only.



OCHART 2.0

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

### Q3a. Record the total number of clients within the treatment continuum during this reporting period. Click "Next".

#### 3a. Total treatment case load

Record the total number of clients within the treatment continuum, including pre, during and post treatment during this reporting period.

Case load	
Total pre treatment	
Total on treatment	
Total post treatment	
Total treatment case load	
Stage transfer	
Number of clients on pre treatment in last reporting period that transferred to on treatment	
Number of clients on treatment in last reporting period that transferred to post treatment	
Previous     Next	

Please complete the following treatment breakdown. Please ensure that your total current case load equals your total pre treatment + total on treatment + total post treatment (EOT to SVR) for this reporting period. Numbers should reflect current reporting period only.

If you clicked the check box indicating that your agency is not funded to provide treatment to clients, you will not see this question.

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

### Q3b. Record specific treatment information for this reporting period. Click "Next".

3b. Treatment breakdown

Record specific treatment information for this reporting period. Numbers captured below must align with total treatment case load numbers recorded in 3a.

Current reporting period Tota	number of clients
Clients on current case load (including pre/on treatment/within 6 months post treatment)	
New clients in pre treatment	
New clients currently on treatment	
Clients on treatment who identify with the target population	
New clients on treatment covered by EAP	
Clients were identified as "spontaneous cleared" during this reporting period	
Clients who have successfully completed the prescribed course of treatment (EOT) during this	reporting period
Clients who have achieved a sustained virologic response (SVR) during this reporting period	
Clients who are receiving continued monitoring during this reporting period	
Clients currently on treatment by genotype	
Genotype 1	
Genotype 2	
Genotype 3	
Genotype 4	
Genotype 5	
Genotype 6	
Clients who remain in the program from last reporting period	
Clients who remain in pre treatment from last report	
Clients who remain on treatment from last report	
Clients who remain within the six months post-treatment period (EOT to SVR) from last report	
Number of co-infected clients that you are co-treating during this reporting period	
HIV	
Hepatitis B	

If you clicked the check box indicating that your agency is not funded to provide treatment to clients, you will not see this question.

Double check that the numbers you entered align with the total treatment case load numbers you enter in question 3a.

## Q3c. Outline how many people were not included in the last reporting period and complete all three phases (pre, on and post) and provide a breakdown by genotype of those individuals.

Due to the faster treatment of new drugs, some people may complete all three phases in one reporting period. We will fix this in the next revis	ion of this section.
Please outline in the comment section below how many people were not included in the last reporting period and completed all three phases in the section below how many people were not included in the last reporting period and completed all three phases in the section below how many people were not included in the last reporting period and completed all three phases in the section below how many people were not included in the last reporting period and completed all three phases in the section below how many people were not included in the last reporting period and completed all three phases in the section below how many people were not included in the last reporting period and completed all three phases	(pre, on and post)
These people should still be captured in "post-treatment" because they are within the six month post treatment phase.	
Please provide a breakdown by genotype of those individuals.	

If you clicked the check box indicating that your agency is not funded to provide treatment to clients, you will not see this question.

## Q3c. Indicate whether there have been any exclusions/withdrawals in the reporting period by clicking on the circle button beside "No" or "Yes". Click "Next".

Have there been ar ○ No ● Yes	y exclusions/withdrawals in the reporting period?	
Previous	Next ►	

If you clicked the check box indicating that your agency is not funded to provide treatment to clients, you will not see this question.

# Q3c. Complete the following table relating to exclusions and withdrawals. Click on the triangle buttons and click on the appropriate option from the drop-down menu. Record the number of clients. When complete, click "Next".

	Primary reason for exclusion	Number of clients	Primary reason for withdrawal	Number of clients
1	T			
2	Informed deferral		Ţ	
3	Did not qualify for EAP/drug coverage Pregnancy		T	
4	Medical instability Social instability		2 *	
5	Lost to follow up Other		<b></b>	
6	• • • • • • • • • • • • • • • • • • •		<b>T</b>	
7	<b>•</b>		•	

If you clicked the check box indicating that your agency is not funded to provide treatment to clients, you will not see this question.

If you indicated that there were no exclusions/withdrawals in the reporting period, you will not see this question.

### Q4a. Indicate the total number of new individuals contacted at each outreach location during the reporting period. Click "Next".

#### 4. Education and outreach

4a. Record the total number of new individuals contacted in each location during the reporting period, indicating locations where you are engaging outreach (or in-reach) clients. For the purposes of this report, outreach is defined as work provided in locations where community members congregate or socialize. A service user may be counted in more than one location.

Location	Male	Female	Trans man	Trans woman
ASO				
Addiction program (residential and day programs)				
Clinic/health centre				
Correctional facility				
Drop in centre				
Food bank/soup kitchen				
Methadone maintenance clinic				
Mobile service				
Mental health service				
Pharmacy				
Shelter				
Street outreach, incl. park, alley, etc.				
Social gathering				
Other 1				
Other 2				

Outreach is work provided where community members congregate or socialize.

You can count a service user in more than one location.

Q4b. Indicate whether your clients use the substance listed by clicking "Yes" or "No" from the drop-down menu. Rank the three most commonly used substances by selecting 1, 2, or 3 from the drop-down menu. Click "Next".

#### 4b. Drugs of choice

The purpose of this question is to track trends and patterns of current drug use

Please indicate whether any of your clients use the following substances, and rank the 3 most commonly used substances by placing the number 1, 2 or 3 beside them in the "ranking" column.

AlcoholYes volImage: second sec	Drugs	Use identified/reported	Ranking
Amphetamines (speed, uppers, bennies)IIAnti-depressants (Wellbutrin, etc.)IIIBenzodiazepines (Xanax, valium, nerve pills, tranquilizers, Ativan)IIICocaineIIIICrackIIIIParty drugs (Ecstasy, MDMA, K and GHB)IIIIHeroinIIIIInhalants (solvents such as petrol, glue; aerosols such as spray paint; gases)IIIMarijuana (recreational use)IIIIMethadone (non-prescribed)IIIIMushroomsIIIIIOpiates (Oxyneo, Oxycodone, Fentanyl, Percocet, Dilaudid, Morphine, etc.)IIISteroidsIIIIIOn-beverage alcohol (e.g., Listerine and other mouthwash, cooking wine, hand sanitizer, etc.)IIIOther, please specifyIIIIIOther, please specifyIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Alcohol	Yes •	
Anti-depressants (Wellbutrin, etc.)IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Amphetamines (speed, uppers, bennies)	T	0
Benzodiazepines (Xanax, valium, nerve pills, tranquilizers, Ativan)IIICocaineIIICrackIIIParty drugs (Ecstasy, MDMA, K and GHB)IIIHeroinIIIInhalants (solvents such as petrol, glue; aerosols such as spray paint; gases)IIMarijuana (recreational use)IIMethadone (non-prescribed)IIMushroomsIIOpiates (Oxyneo, Oxycodone, Fentanyl, Percocet, Dilaudid, Morphine, etc.)IISteroidsIIINon-beverage alcohol (e.g., Listerine and other mouthwash, cooking wine, hand sanitizer, etc.)IIOther, please specifyIII	Anti-depressants (Wellbutrin, etc.)	•	
CocaineIICrackIIParty drugs (Ecstasy, MDMA, K and GHB)IIHeroinIIInhalants (solvents such as petrol, glue; aerosols such as spray paint; gases)IIMarijuana (recreational use)IIMethadone (non-prescribed)IIMethamphetamine (crystal, meth, ice)IIOpiates (Oxyneo, Oxycodone, Fentanyl, Percocet, Dilaudid, Morphine, etc.)IISteroidsIIINon-beverage alcohol (e.g., Listerine and other mouthwash, cooking wine, hand sanitizer, etc.)IIOther, please specifyIII	Benzodiazepines (Xanax, valium, nerve pills, tranquilizers, Ativan)	•	3
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Opiates (Oxyneo, Oxycodone, Fentanyl, Percocet, Dilaudid, Morphine, etc.)Image: Compare the sector of t	Mushrooms	T	•
Steroids     Image: Constraint of the mouthwash, cooking wine, hand sanitizer, etc.)     Image: Constraint of the mouthwash, cooking wine, hand sanitizer, etc.)       Non-beverage alcohol (e.g., Listerine and other mouthwash, cooking wine, hand sanitizer, etc.)     Image: Constraint of the mouthwash, cooking wine, hand sanitizer, etc.)       Other, please specify     Image: Constraint of the mouthwash, cooking wine, hand sanitizer, etc.)	Opiates (Oxyneo, Oxycodone, Fentanyl, Percocet, Dilaudid, Morphine, etc.)	<b>v</b>	•
Non-beverage alcohol (e.g., Listerine and other mouthwash, cooking wine, hand sanitizer, etc.)       Image: Colored state	Steroids	•	•
Other, please specify 🔹 🔹	Non-beverage alcohol (e.g., Listerine and other mouthwash, cooking wine, hand sanitizer, etc.)	<b></b>	•
	Other, please specify	T	T
	·	L	·

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

### Q4c. Record the details of the education presentations provided by HCV team during this reporting period. Start by clicking "Insert".

4c. Education presentations Please provide details of the education presentations provided by the HCV team during this reporting period.				
Lead delivering presentation	Intended audience	Presentation focus	Number of presentations	Number of participants
Insert -				
Previous     Next				

Q4c. Click the triangle button and click on the primary lead who delivered the presentation. Indicate the intended audience by clicking on the box(es) beside the appropriate option(s) (you can only pick up

### to two options). Indicate the presentation focus by clicking on the check box(es) (you can only pick up to two options). Click "+ Add".

1. Primary lead delivering	presentation
Select One vr	
Select One	
Nurse	ct no more than two options)
Outreach worker	People involved v 2 )e correctional system 🔲 General public
Mental health counsellor	People who use drugs  People who have tattoos and/or piercings
Coordinator	Service providers, professionals Students
Policy makers	
3. Presentation focus (sel	ect no more than two options)
Hepatitis C treatment	Testing Co-infection
Harm reduction/safer dr	ug use 🔲 Stigma & discrimination 🔲 HCV in the workplace
Safer tattooing/piercing	Living with HCV Other, please specify
STIs/safer sex	
4. Number of presentation	S
5. Number of participants	
Cancel + /	Add

If you select the "other" option as your presentation focus, please write what the focus was in the space provided.

Clicking "Cancel" will erase the information you entered.

Q4c. You can edit the information you entered by clicking on "Edit". To erase the entry, click "x Delete". To add an entry, click on "Insert". When you are finished entering all presentations that occurred during the reporting period, click "Next".



Q4d. Report the number of unique peers involved in your education and outreach activities during the reporting period. Indicate how often the peers were involved in the work by clicking on the triangle and clicking the appropriate option from the drop-down menu. Click "Next".

#### 4d. Peer involvement

Record how many unique peers were involved in your education and outreach activities in this reporting period. What is the level of engagement in each activity? For each activity enter the total number of unique peers involved and how often peers are involved in this activity. Peers can be counted in more than one activity.

Agency activity	Number of peers involved	Extent of peer involvement (how often are peers involved in this work?)
Participation with group facilitation	5	Involved between 25-50% of the time •
Awareness campaign delivery	6	
Awareness campaign planning		Involved less than 25% of the time
Community development meetings		Involved between 25-50% of the time Involved 50% of the time
Patient advisory board member		Involved 50-75% of the time Involved more than 75% of the time
Conference presentations		Always involved in this work
Face to face outreach		Ţ
Longer workshops/workshop series		Y
One-on-one in-service education		Ţ
Resource development		Y
Resource distribution		Ţ
Short/One-time education presentations		Y

You can count peers in more than one activity.

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

## Q5. Describe any human resource issues that you are experiencing or anticipate. Explain how you plan to addresses these issue. You can use point form. You cannot exceed 250 words.

#### 5. Human Resources

Describe any human resource issues that your organization is currently experiencing or you anticipate in the coming reporting period. How do you plan to address these issues? (Maximum 250 words, point form acceptable)

Indicate the evaluation methods used in the past reporting period by clicking on the check boxes. You can click as many evaluation methods as applies. Indicate the respondents who were included in the evaluation (check all that apply).

6. Evaluation	
6a. Methods of evaluation used	
<ul> <li>Survey(s)</li> <li>Advisory committee(s)</li> <li>Statistical data (e.g., OCHART, OC</li> <li>Interview(s)</li> <li>Verbal feedback from consumers</li> <li>Other, please specify</li> <li>Focus group(s)</li> </ul>	CASE)
<ul> <li>6b. Respondents included</li> <li>Staff Volunteers Peers People with lived experience Other, please spece</li> </ul>	ify

If you click "Other", please write the method in the space provided.

## Q6c. - Q6d. Answer the narrative questions about evaluation feedback. You can use point form. You cannot exceed 250 words. Click "Next".

or change or improvement and how this will be addressed.	
or change or improvement and how this will be addressed.	
	Based on evaluations, outline
	kimum 250 words, poinť form aco

### Q7. Report shifts, tends and agency planned response for each of the four program streams listed. Start by clicking "Insert".

#### 7. Shifts, trends and responses during this reporting period

Report shifts, trends and agency planned response for each of the four program streams listed below. To enter the information press Insert.

Program stream	Shift or trend	Agency planned response
Client services		Insert
Case management		Insert
Testing		Insert
Outreach		Insert
Previous	Next 🕨	

### Q7a. - Q7b. Answer the narrative questions about client services. You can use point form. You cannot exceed 250 words. Click "+ Add".

7a. During this reporting period, have you identified any shifts or changes in demand for HCV services for this program stream?

Maximum 250 words, point form acceptable)	
b. How are you responding to these emerging trends for this program stream?	
Maximum 250 words, point form acceptable)	
Cancel + Add	

Clicking "Cancel" will erase the information you entered.

Q7. You can make changes to the entry by clicking "Edit" or you can erase it by clicking "x Delete". Next, repeat the above steps for the remaining categories. When you have finished answering all the questions, click "Next".



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

### Q8. Identify any activities from your current Program Plan that are not completed or are only partially completed. Start by clicking "Insert".

8. Please identify any activities from your current Program Plan that are not and/or partially completed. Please provide an explanation and action plan for each partial and/or not completed activity.



## Q8. Click the triangle and then click on the objective you would like to select. Complete the narrative questions about the activities. Click "+Add".

Objective
Select One
Select One
Objective 1: Increase the access to hepatits C treatment and care for priority populations in Ontario
Objective 2: Increase knowledge and awareness to prevent the transmission of HCV among priority populations in Ontario
Objective 3: Increase collaboration, coordination and evidence-based practice across the system responding to HCV
Explanation (Maximum 250 words, point form acceptable)
Agency planned response (Maximum 250 words, point form acceptable)
Cancel + Add

You can use point form. You cannot exceed 250 words.

Clicking "Cancel" will erase the information you entered.

Q8. You can change the information you entered by clicking on "Edit" or you can erase it by clicking "x Delete". Click "Insert" to add another activity. Repeat the previous steps. After completing the question, 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.

8. Please identify any activities from your current Program Plan that are not and/or partially completed. Please provide an explanation and action plan for each partial and/or not completed activity.

