

Recording Community Development

This quick reference guide walks you through recording community development activities on the OCHART HIV Resources Ontario Tracking Tool.

For the purpose of OCHART, community development is defined as a complex process (tailored to local context) that seeks to improve the lives community members by building opportunities to enhance the capacity of service providers, community stakeholder agencies, businesses and government.

Community development works with organizations (e.g., service providers, professionals, practitioners) 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.

For the purpose of OCHART reporting for PPNs (WHAI, GMSH, ACCHO), community development refers to the activities delivered to respective PPN local ASO workers and members to strengthen the network and its work.

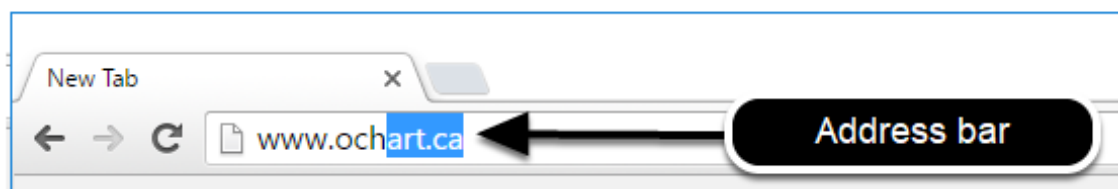
This tool should be used by all staff members, whose work is reported in OCHART, in order to track their activities and any outputs produced. Activities and outputs should be recorded within 72 hours of completion or production. Using this tool regularly will ensure that all your activities are recorded, added together and then automatically entered into OCHART each reporting period.

Refer to the HIV Resources Ontario section of OCHART to determine which activities should be entered into the tracking tool and which activities should be recorded directly in OCHART.

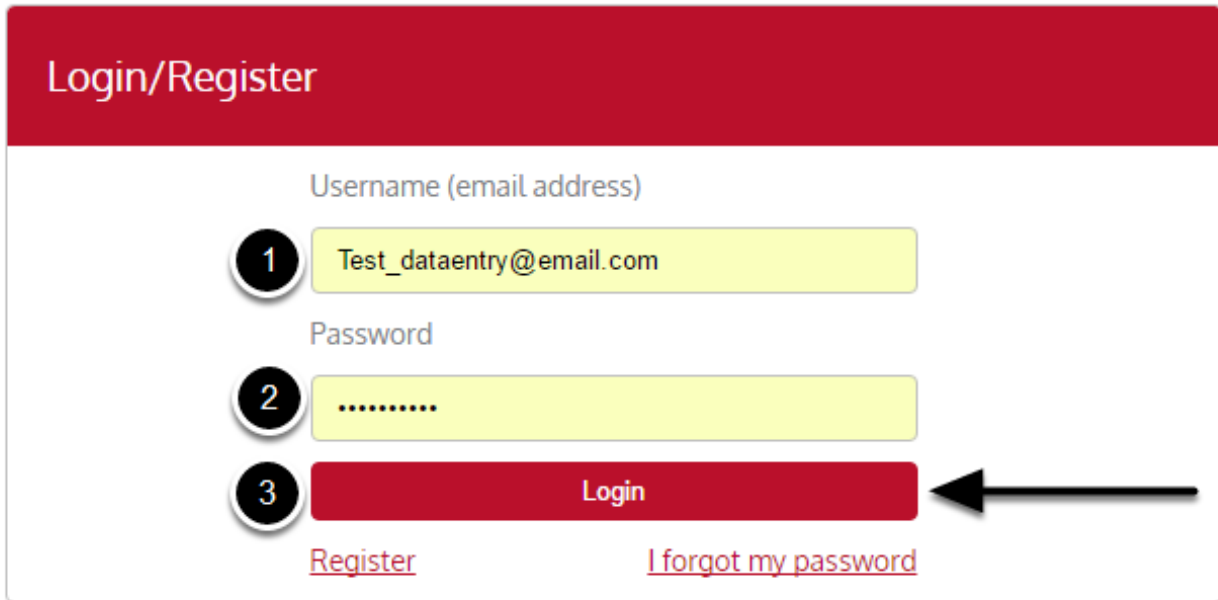
Type "www.ochart.ca" into the address bar of your internet browser. Press "ENTER".



Avoid using Internet Explorer.
Try Google Chrome or
Mozilla Firefox.



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



The screenshot shows a login/register form with a red header. The form contains 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 with a black arrow pointing to it from the right. Below the "Login" button are two links: "Register" and "I forgot my password".

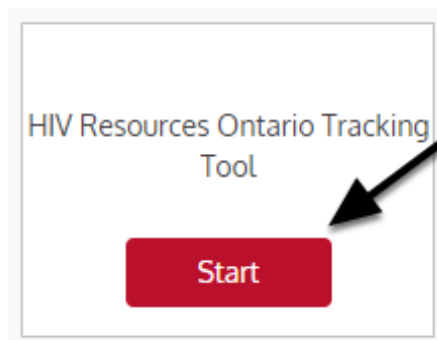
You must have an existing OCHART account in order to login. If you are a first time OCHART user and do not have an account, go to the article titled, "[Registration](#)" for step-by-step registration instructions.

Click "Use Tracking Tool" (right side).



The screenshot shows a "Choose a Tool" section with a red header. It contains two buttons: "Enter OCHART Data" on the left and "Use Tracking Tool" on the right. An arrow points from the "Enter OCHART Data" button to the "Use Tracking Tool" button.

Click the "Start" button under "HIV Resources Ontario Tracking Tool".



The screenshot shows a box containing the text "HIV Resources Ontario Tracking Tool" and a red "Start" button below it. A black arrow points to the "Start" button.

Read the introduction to tracking tool and click "Next".

Tracking Tool

HIV Resources Ontario

This tool should be used by all staff members, whose work is reported in OCHART, in order to track their activities and any outputs produced. Activities and outputs should be recorded within 72 hours of completion or production.

Using this tool regularly will ensure that all your activities are recorded, added together and then automatically entered into OCHART each reporting period. Tracking tool data will be extracted for reporting to OCHART every 6 months.

Refer to the HIV Resources Ontario section of OCHART to determine which activities should be entered into the tracking tool and which activities should be recorded directly in OCHART.



Q1. Record the date of the activity and select the type of activity you are recording (Community Development). Click "Next".

Activity date
(mm/dd/yyyy)

September 2017						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

HOT TIP Record the date the activity took place, not the day it was recorded.

1. I want to record:

Note: Record one activity or output at a time. To record another activity, open a new tracking tool entry.

- A presentation/information session, training or consultation
- A KTE resource
- Community development

For the purpose of OCHART, community development is defined as a complex process (tailored to local context) that seeks to improve the lives community members by building opportunities to enhance the capacity of service providers, community stakeholder agencies, businesses and government.

Community development works with organizations (e.g., service providers, professionals, practitioners) 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. On the other hand, outreach provides direct services and involves interacting with community members where they socialize or congregate.

For the purpose of OCHART reporting for PPNs (WHA, GMSH, ACCHO) community development refers to the activities delivered to respective PPN local ASO workers and members to strengthen the network and its work.

The activity 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.

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

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Community development works with organizations (e.g., service providers, professionals, practitioners) 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.

For the purpose of OCHART reporting for PPNs (WHA, GMSH, ACCHO), community development refers to the activities delivered to respective PPN local ASO workers and members to strengthen the network and its work.

Q2. Record the title of the activity. Click "Next".

2. Activity/resource title



Enter an activity title that is meaningful to you, as this will help in identifying the activity when reviewing records. A community development activity title might include such items as the topic or location of the activity or a description identifying the persons contacted. (Example: Halton Regional Harm Reduction Network Meeting)

Q3.1. Select the main purpose for the community development meeting. Click "Next".

3.1 Purpose of community development meeting

You can select only **one purpose** from this list.

[Definitions of meeting purpose.](#)



Click here for definitions of each meeting purpose.

- Advisory/Board meeting
- Coalition/network meeting
- Community event planning
- Development of education prevention materials
- General information sharing
- Improve service delivery
- New partnership/Relationship building
- Policy development
- Strategic planning
- Public policy

You can select on one purpose from this list.

Q3.2. Enter the number of agencies that attended the community development meeting by partner type and the number of participants who represented them at the meeting. Click "Next".



Click here for definitions of each partner type.

3.2 Contacts:

Record number of agencies by partner type and number of participants representing them at the meeting. [Click here for definitions of partner type.](#)

Partner Type	# of agencies	# of participants
Addiction services	<input type="text"/>	<input type="text"/>
Harm reduction services	<input type="text"/>	<input type="text"/>
Clinical service providers (HIV care)	<input type="text"/>	<input type="text"/>
Clinical service providers (non-HIV specific)	<input type="text"/>	<input type="text"/>
Mental health service providers	<input type="text"/>	<input type="text"/>
HIV/STI testing	<input type="text"/>	<input type="text"/>
Community-based HIV service providers	<input type="text"/>	<input type="text"/>
Other community-based service providers	<input type="text"/>	<input type="text"/>

Q3.3. Record the issues that were supported/discussed during the community development meeting. Click "Next".



Click here for definitions of each issue.

3.3 Issues that you discussed during the meeting as they relate to the priority populations that you focused on

[Definitions of issues discussed.](#)

- Safety concerns
- Living with HIV
- Housing
- Food security
- Well-being
- Income and benefits
- Education/employment
- Social support
- Legal/immigration
- Risk of HIV/STI
- Not applicable

You may select more than one issue, but only as they relate to the priority populations that you were intending to discuss/support through this community development meeting.

Q4. Select all of the priority populations discussed/targeted during the community development meeting.

4. Main priority populations discussed/targeted

Check all that apply.

Key priority populations

- Gay, bisexual, MSM (includes trans men)
- ACB communities
- People who use drugs
- Indigenous people
- Women at-risk (includes trans women)
- People living with HIV (PHA)
- Other at-risk: Incarcerated people
- Other at-risk: Sex workers
- Other at-risk:
- Not applicable



You may select more than one population from the list if your community development meeting supported/discussed more than one population. 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.

Notes. Enter any notes on the activity that you think are important to track. Any notes entered here are for your reference only and are not submitted with your final OCHART submission.

Notes

Please note that the tracking tool cannot be edited after you select "Submit". Select "Previous" to review your entry. Once you have reviewed and verified the data, click "Submit".

◀ Previous

Submit