Recording a KTE Resource

This quick reference guide walks you through recording a KTE resource on the OCHART HIV Resources Ontario Tracking Tool.

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".

Type in your "Username" (your work email address) and your "Password". Click "Login".
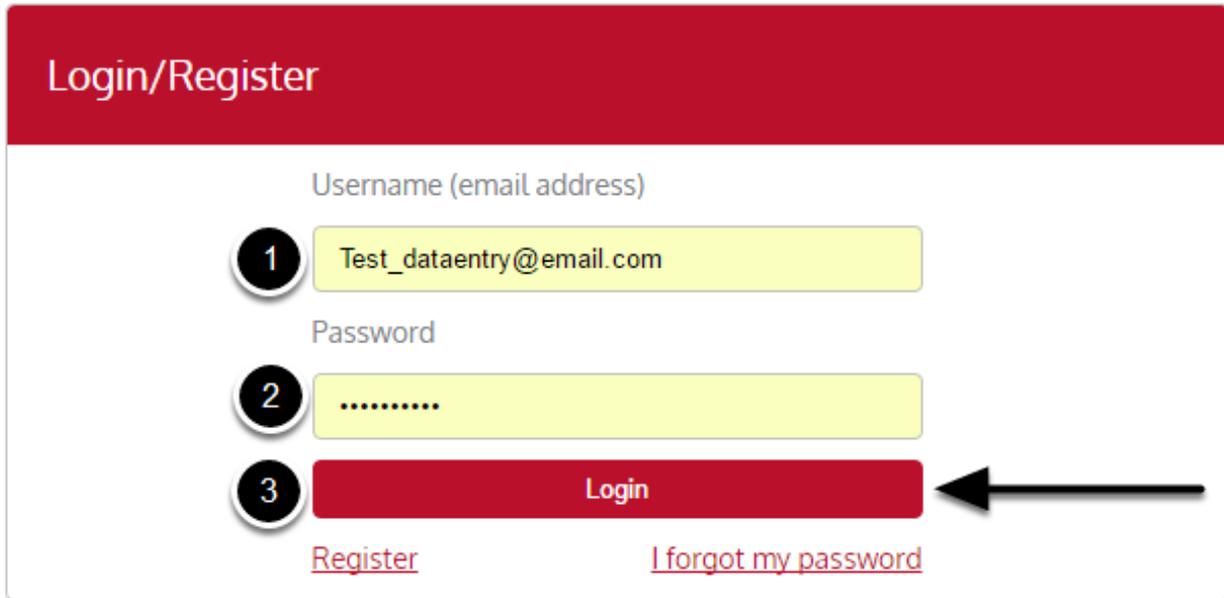
You must have an existing OCHART account in order to login. If you are a first time OCHART user and do not have an account, go to the article titled, "Registration" for step-by-step registration instructions.

Click "Use Tracking Tool" (right side).

Click the "Start" button under "HIV Resources Ontario Tracking Tool".
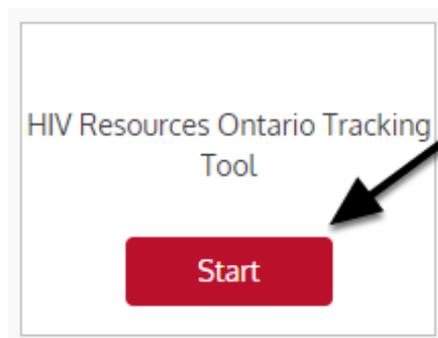
Read the introduction to tracking tool and click "Next".

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.

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Q1. Record the date of the activity and select the type of activity you are recording (A KTE resource). 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 (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.

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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.

Q2. Record the title of the resource and its primary focus. Click "Next".

2. Activity/resource title

[   ]

2.2 Primary focus

Select one.

- ◉ GIPA/MIPA
- ○ HIV syndemics (Social drivers of HIV, SDOH)
- ○ Issues affected by HIV (HIV related)

- ○ Organizational development
- ○ Skills development
- ○ HIV research (science & programs, interventions)

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Enter an resource title that is meaningful to you, as this will help in identifying the resource when reviewing records.

Q3 - 3.2. The resource title will automatically be filled from the data you entered in the previous step. Provide a link (URL) to the resource in 3.1 and identify the year the resource was created in 3.2. Click "Next".

3. Title of resource

[   ]

3.1 Link to resource

[   ]

3.2 Year created

[   ]

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Q3.3. Identify the type of resource delivered from the drop down list. Click "Next".

3.3 Type of resource

Type of resource	-- Select One -- ▾

-- Select One --
material to be accessed
self-directed online workshop or training
facilitated online workshop or training
in person workshop or training

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Q3.4. Identify the type of materials delivered. Click "Next".

3.4 Type of material
- ○ Reports
- ○ Fact sheets (incl. pamphlets, 1-pager, backgrounders, etc.)
- ○ Peer-reviewed publications
- ○ Tools (incl. manuals, toolkits, training guides etc.)
- ○ Agency promotional materials (incl. newsletters)

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Q4.1. Enter a brief description of the resource delivered.

4.1 Brief (400 characters maximum) description of the resource:

Please note that this question is mandatory. You cannot exceed 400 characters in this response.

Q4.2. Indicate whether the resource relates to each of the priority populations. Click "Next".

4.2 This resource primarily relates to the following population(s):

	No	Yes
African, Caribbean and Black communities	○	○
Indigenous Peoples	○	○
Men who have sex with men	○	○
People living with HIV	○	○
People who use drugs	○	○
Women at-risk	○	○
Other (i.e. incarcerated people, sex workers)	○	○

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Q4.3. Indicate whether the resource relates to each of the goals of the Provincial HIV Strategy.

4.3 This resource primarily relates to the following provincial strategy goal(s):

	No	Yes
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	○	○
Ensure the quality, consistency and effectiveness of all provincially funded HIV programs and services	○	○

Q4.4. Indicate whether the resource is a key HIV sector-wide reference material. Click "Next".

4.4 This resource is a key HIV sector-wide reference material:
A resource that falls under this category should meet at least one of the following criteria:
- Addresses the needs of (or pertains to) the majority of Ontario's priority populations-
Is useful to (relates to) the work of various position categories

	No	Yes
Key HIV sector reference material	○	○

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A key HIV sector-wide reference material is a resource that:

1. Addresses the needs of (or pertains to) the majority of Ontario's priority populations, OR

2. Is useful to (relates to) the work of various position categories

Q4.5. Indicate whether the resource relates to each of the ASO position categories. Click "Next".

4.5 This resource primarily relates to the following ASO position categories(s):
Rational for choices by position category
Board: *only resources or trainings made specifically for board members or board members and managers and their work.*
Managers: *only resources or training made specifically to target EDs/managers or to be used in their work.*
Staff: *resources to be used by staff for their work.*
Volunteers: *only resources that volunteers can access on their own, without a staff person or ASO affiliation needed, AND that are targeted to volunteers specifically.*

	No	Yes
Board	○	○
Management	○	○
Frontline staff	○	○
Volunteers	○	○

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Board: only resources or trainings made specifically for board members or board members and managers and their work.

Managers: only resources or training made specifically to target EDs/managers or to be used in their work.

Staff: resources to be used by staff for their work.

Volunteers: only resources that volunteers can access on their own, without a staff person or ASO affiliation needed, AND that are targeted to volunteers specifically

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