

Recording a Training, Presentation/Information Session, or Consultation

This quick reference guide walks you through recording delivery of HIV resource trainings, presentations/information sessions, and consultations on the OCHART HIV Resources Ontario Tracking Tool.

***Training = you are teaching individuals how-to...(e.g. how to conduct a quantitative interview, how to write a proposal).

***Presentation/information session = you are presenting or providing information to an audience. This includes conference presentations.

***Consultation = you are meeting with individual(s) to help them change practices, policies or approaches. This includes all evaluation and program science work and research consultations.

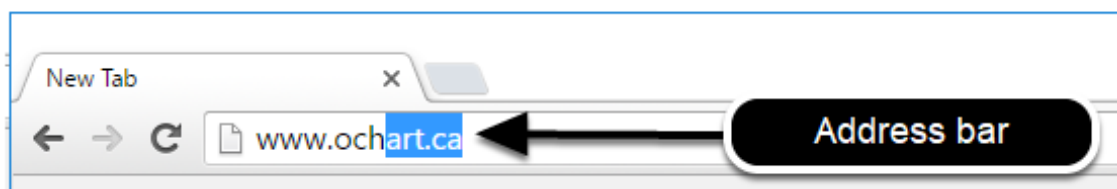
This tool should be used by all staff members, whose work is reported in OCHART, in order to track their activities and any outputs produced. Activities and outputs should be recorded within 72 hours of completion or production. Using this tool regularly will ensure that all your activities are recorded,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

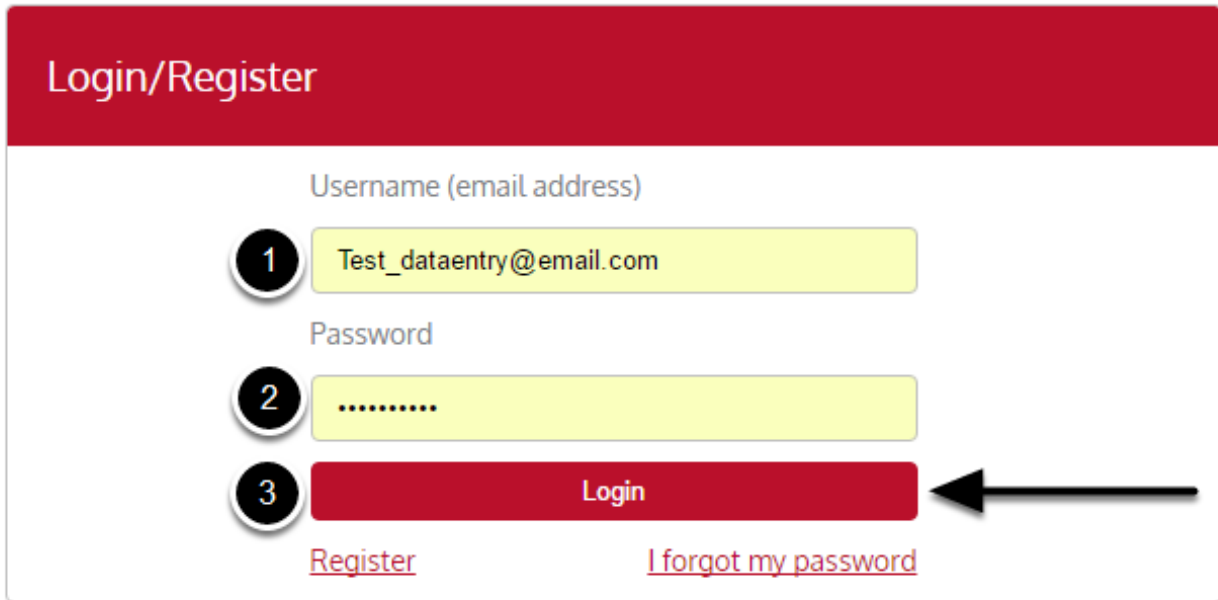
Type "www.ochart.ca" into the address bar of your internet browser. Press "ENTER".



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 web form titled "Login/Register" with a red header. It contains three numbered steps: 1. Username (email address) field with "Test_dataentry@email.com" entered. 2. Password field with "....." entered. 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".

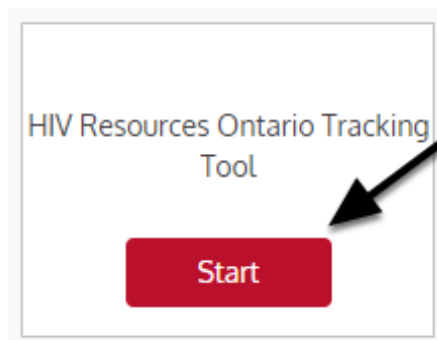
You must have an existing OCHART account in order to login. If you are a first time OCHART user and do not have an account, go to the article titled, "[Registration](#)" for step-by-step registration instructions.

Click "Use Tracking Tool" (right side).



The screenshot shows a page titled "Choose a Tool" with a red header. It features two red buttons: "Enter OCHART Data" on the left and "Use Tracking Tool" on the right. A black 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 page titled "HIV Resources Ontario Tracking Tool" with a red "Start" button. 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 (A presentation/information session, training or consultation). 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



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 activity, the activity type, and the primary focus of the activity. Click "Next".

2. Activity/resource title

2.1 Activity type

Training = you are teaching individuals how-to...(e.g. how to conduct a quantitative interview, how to write a proposal).

Presentation/information session = you are presenting or providing information to an audience. This includes conference presentations.

Consultation = you are meeting with individual(s) to help them change practices, policies or approaches. This includes all evaluation and program science work and research consultations.

-- Select One --
-- Select One --
Training
Presentation/information session
Consultation

2.2 Primary focus

Select one.

- | | |
|---|--|
| <input type="radio"/> GIPA/MIPA | <input type="radio"/> Organizational development |
| <input type="radio"/> HIV syndemics (Social drivers of HIV, SDOH) | <input type="radio"/> Skills development |
| <input type="radio"/> Issues affected by HIV (HIV related) | <input type="radio"/> HIV research (science & programs, interventions) |

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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: Halton Regional Harm Reduction Network Meeting)

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Q3.1.1. Enter a brief description of the activity. Click "Next".

3.1.1 Activity description (optional)

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Please note that a description of the activity is optional. However, entering an activity description will help in identifying the activity when reviewing records.

Q3.1.2. Enter the number of participants who attended the activity by participants' LHIN of origin. Click "Next".

3.1.2 Number of participants from each LHIN

LHIN	# participants
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"/>

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Please enter the number of participants from each LHIN, not the number of organizations represented from each LHIN.

Q3.3.4. Enter the number of participants who attended the activity by participant type. Click "Next".

3.3.4 Participants

Number of participants

EDs & Board members	<input type="text"/>
ACB strategy workers	<input type="text"/>
GMSH strategy workers	<input type="text"/>
WHA1 strategy workers	<input type="text"/>
Other ASO workers (incl. HIV Programs)	<input type="text"/>
Clinical service providers	<input type="text"/>
Other service providers	<input type="text"/>
Researchers/academia	<input type="text"/>
Policy makers (government)	<input type="text"/>
Community (e.g., service users, PHAs, people at-risk, volunteers)	<input type="text"/>

Before going on the the next question, ensure that the total number of participants entered here equals the total number of participants by LHIN recorded in the previous step (Question 3.1.2).

Q4. Select all of the priority populations discussed/targeted during the activity.

4. Main priority populations discussed/targeted

Check all that apply.

Key priority populations

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

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.

Select "Not Applicable" if priority populations were not discussed or targeted during the activity (eg. a training on how to complete a grant application).

Q5.1 - 5.2. Select up to 2 goals from the drop down lists reflect the reason that you made this particular presentation. These goals are a reflection of the new AIDS Bureau logic model.

5.1. Primary goal

Activities can have more than one goal. Select the primary goal that most closely relates to the purpose and focus of your activity.

-- Select One --

-- Select One --

- 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 & services

5.2. Secondary goal

Note: Select only if applicable. You do not need to select a secondary goal.

-- Select One --

-- Select One --

- 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 & services
- Other

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".

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Submit