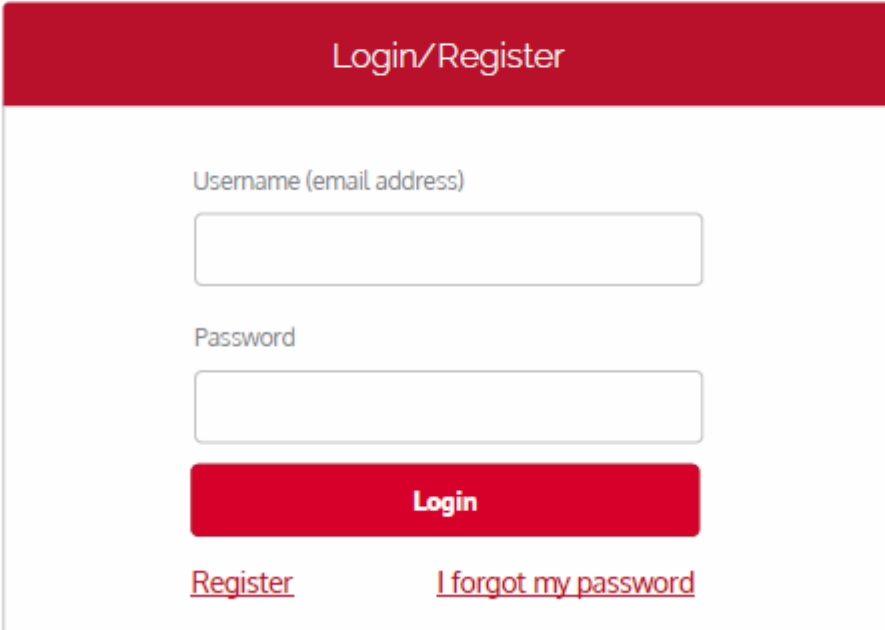# Recording Community Development with Service Providers

This quick reference guide walks you through recording community development activities with service providers on the OCHART prevention tracking tool
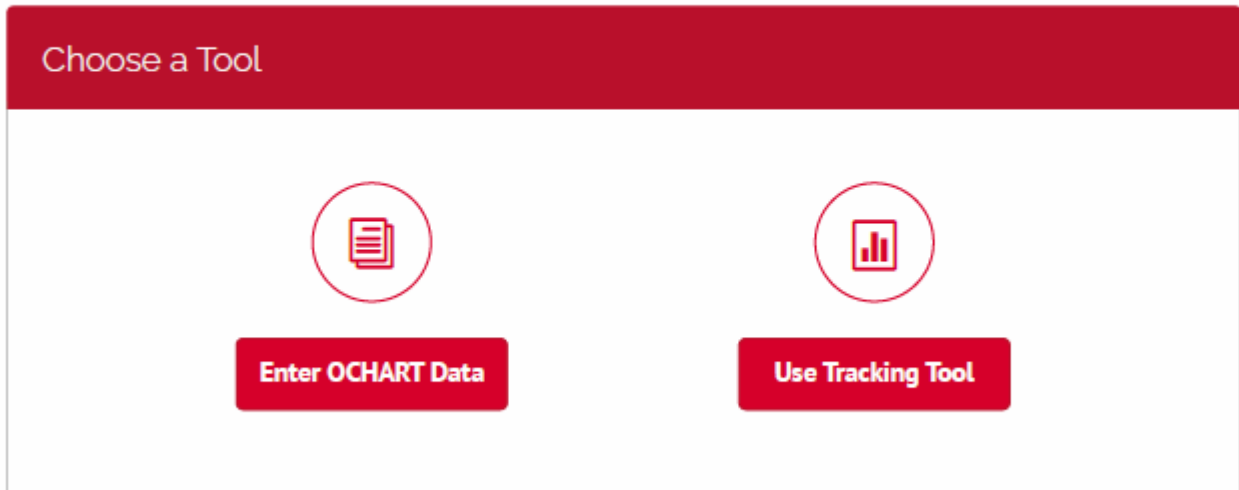
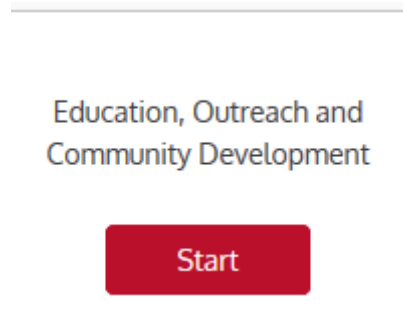***A service provider is a professionals and/or practitioners***
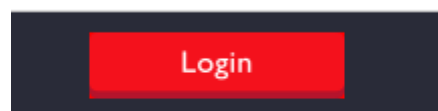
Log in to OCHART

Select "Use Tracking Tool"

Select the Education, Outreach, and Community Development Tracking Tool

Select Login

Record the title of the activity

Prevention (Education and Outreach) and Community Development Tracking Tool

1. Activity Title

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

Record the date of the activity

Activity date
(mm/dd/yyyy)

This date will 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.

Select the type of activity being recorded

Activities with service providers
○ Education activities for service providers   ◉ Community development with service providers

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.

Record the main priority populations discussed in the community development meeting

3. Main priority populations discussed:
You can select more than one population from this list. Select the population that you intended to engage. You are not expected to report on who actually attended the presentation.

Key priority populations
☐ People living with HIV ☐ Indigenous people
☐ ACB community ☐ People who use drugs
☐ Gay/Bisexual/MSM ☐ Women at risk

Other at-risk populations
☐ Incarcerated people ☐ Other, please specify _____
☐ Sex workers

You may select more than one population form 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 the main goals of your education activity with service providers

4. Main goals of your activity:
Prevention activities can have more than one goal. Select only the goal(s) that most closely relate(s) to the purpose and focus of your activity.
☑ 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
☐ Other Please specify _____

Select up to 2 goals from the list reflect the reason that you made this particular presentation. These goals are a reflection of the new AIDS Bureau logic model.

Select the purpose of the community development meeting

5. Purpose of community development meeting
You can select only one purpose from this list

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

You can only select one purpose from this list

Record the number of agencies and participants by partner type

6. Contacts:
Record number of agencies by partner type and number of participants representing them at the meeting

Partner Type	# of Agencies	# of Participants
Clinical service providers: HIV care	0	0
Mental health service providers	0	0
Other clinical service providers	0	0
HIV/STI testing	0	0
Community based service providers: HIV care and support	0	0
Other community based service providers	0	0
Addiction service providers	0	0
Harm reduction service providers	0	0

Record the issues that were supported/discussed within the community development meeting

**7. Issues that you discussed during the meeting as they relate to the priority populations that you focused on)**

- ☐ Safety concerns
- ☐ Living with HIV
- ☐ Housing
- ☐ Food security
- ☐ Well-being
- ☐ Income and benifits
- ☐ 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 dsicuss/support through this community development meeting

Please note that the tracking tool cannot be edited after you select submit

NOTE: *Tracking tool record can't be edited after it has been submitted. Please make sure that the information you entered is correct*

Select Previous if you would like to review your entry

◀ Previous
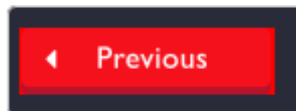
Or Submit to complete your record and submit it to the system

Submit