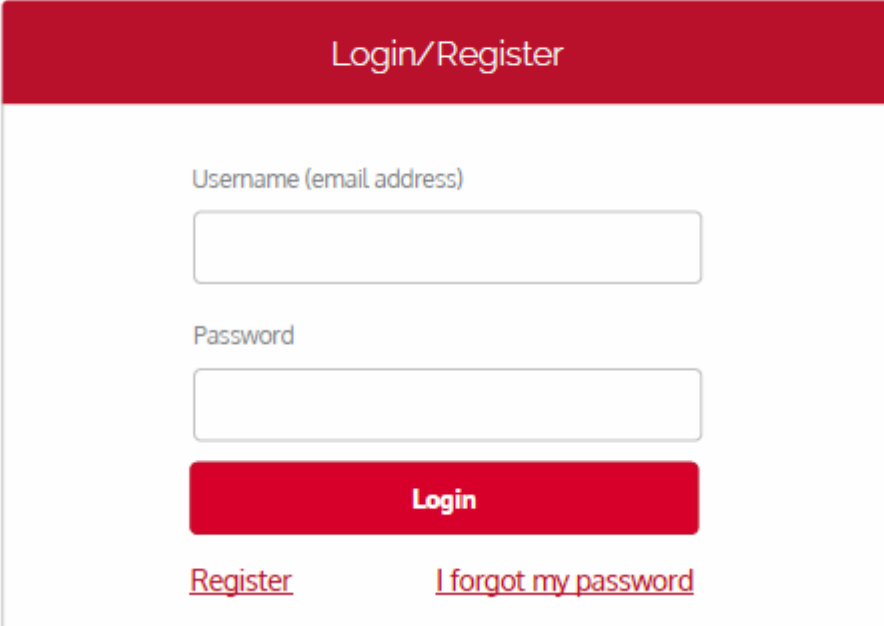


Recording Education Activities with Service Providers

This quick reference guide walks you through recording delivery of education activities to service providers on the OCHART prevention tracking tool

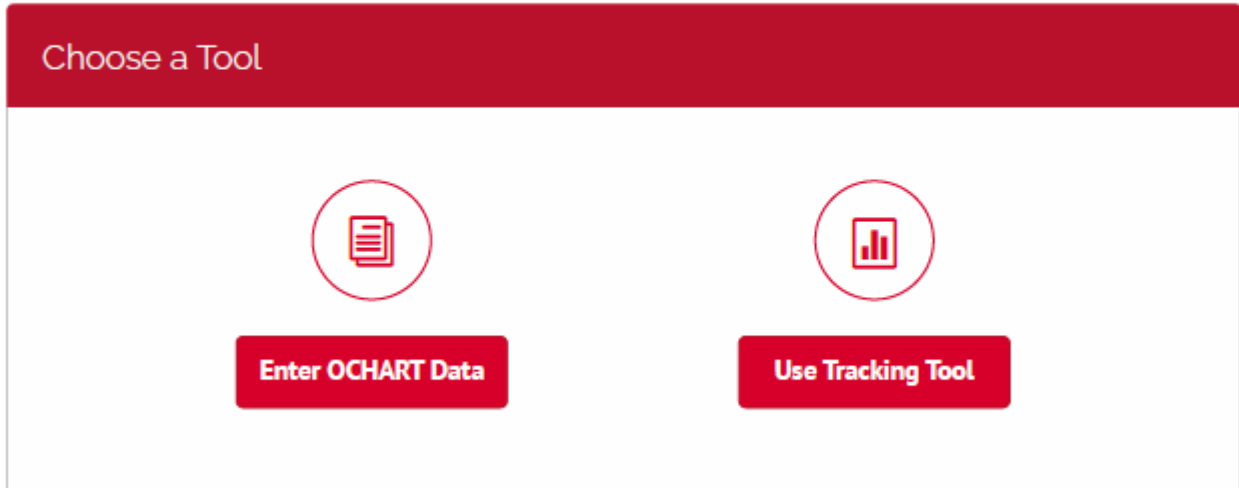
*****A service provider is a professionals and/or practitioners*****

Log in to OCHART

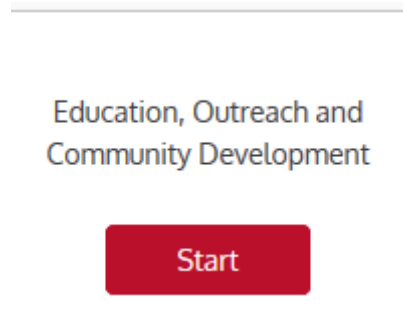


The screenshot shows a login/register interface with a red header bar containing the text "Login/Register". Below the header, there are two input fields: "Username (email address)" and "Password". A red "Login" button is positioned below the password field. At the bottom of the form, there are two links: "[Register](#)" and "[I forgot my password](#)".

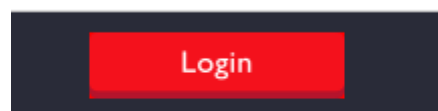
Select "Use Tracking Tool"



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: University Health Network Presentation - Effects of Stigma to Women Living With HIV

Record the date of the activity

Activity date

(mm/dd/yyyy)

This 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.

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.

Select the main priority discussed

3. Main priority population targeted/discussed:

You can select **only one** priority 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
- People who use drugs
- ACB community
- Indigenous people
- Gay/bisexual/MSM
- Women at risk

Other at-risk populations

- Incarcerated people
- Other, please specify
- Sex workers

Select the **main** priority population that your education activity was designed to support or discuss. 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 education activity type

5. Activity type

This includes information sessions, capacity building workshops, and consultations.

*For example, if a worker meets with a group of service providers to talk about how mental health impacts the lives of PHAs, it is an **information session**.*

*If a worker educates service providers on the steps that agencies can take to serve people with HIV or other priority populations, this is a **capacity building workshop**.*

*If the purpose is to change practices, policies or approaches to better serve priority populations, it is a **consultation**.*

- Capacity building workshop
- Information session
- Consultation

Enter the total number of participants

6. Contacts

Number of participants	<input type="text"/>
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Indicate if you used a resource developed by a priority population network

8. If you used a resource developed by a Priority Population Network, which network developed it?

- GMSH Network ACCHO Network WHAI network

Indicate whether the activity was linked to a specific priority population network campaign

9. If this activity is linked to a specific Priority Population Network campaign, which network developed it?

- GMSH Network ACCHO Network WHAI network

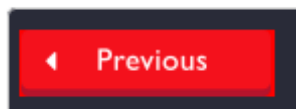
Enter any notes that might be pertinent

8. Notes

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



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

