

## Changes in the NEW OCHART – effective April 2016

### Organizational Profile

Organizational Profile	NEW/CHANGES
Overall	<b>NEW</b> – now the organizational profile contains questions previously found in the governance and human resources issues sections of OCHART
Profile questions	Name of Organization (Question 1.1) Street address (Question 1.2) Mailing address (Question 1.3) Email address (this will be the main contact’s email address) (Question 1.4) Sites where services are delivered (Question 1.5)
Organizational Questions	Type of Organization (Question 1.6) <ul style="list-style-type: none"> <li>• Community-based AIDS organization (CBAO) or AIDS service organization (ASO)</li> <li>• Community Health Centre</li> <li>• Hospital or institution</li> <li>• AIDS project/program within a non-AIDS service organization</li> </ul> Local health integration network (Question 1.7) Year on incorporation (Question 1.8) Organization’s mission statement (Question 1.8) Non-ASO Project/Program vision statement (Question 1.10)
Governance Questions	If your program an AIDS program that is required to have its own governance, how is the project or program governed? (Question 2) Does your agency have these policies? (Question 3) <ul style="list-style-type: none"> <li>• Governance/Board of director roles and responsibilities</li> <li>• HR/operation policies</li> <li>• Target population/PHA involvement</li> <li>• Equity discrimination</li> <li>• Collective agreement</li> </ul> The date of your last AGM (Question 4) Does your agency have a collective bargaining agreement? Date of contract and date of expiry (Question 5)
Staff Contact Information	Enter the contact information for the ED (or equivalent), Program Manager/Director, Chairs(s) of the Board of Directors, Finance Contact (New Question 7)
Information Materials Developed	<b>NEW</b> question – (New Question 6) number of NEW information materials DEVELOPED for service providers Note: only # developed NOT distributed

## Program Information

Program Information	NEW/CHANGES
Overall	<b>NEW</b> – now the staff information section contains questions previously found in a number of other sections of OCHART including the volunteer and education sections
Staff Information	<p>Please indicate the total number of staff who do HIV/AIDS-related work in your organization - <i>AIDS Bureau funded and Other staff</i> (Question 1)</p> <p>Record all staff funded by the AIDS Bureau or Hepatitis C Secretariat (Question 1.2)</p> <p>Identify any staff issues experienced within the reporting period (Question 3)</p> <ul style="list-style-type: none"> <li>• Recruitment</li> <li>• Collective bargaining</li> <li>• Compensation</li> <li>• Staff turn-over</li> <li>• Other</li> </ul> <p>Indicate whether there have been any shifts or changes in HR issues (Question 4)</p> <p>Indicate whether you anticipate any staff changes in the next 6 months (Question 5)</p> <p>Enter narrative relating to each of the previous questions (Questions 6 and 6.1)</p>
Peer and Volunteer Information	<p>Report the total number volunteers active in the past 6 months (Question 7.1)</p> <p>Report the total number of new volunteers within the reporting period (Question 7.2)</p> <p><b>New</b> - Report the total number of peers that worked in your agency within the reporting period (Question 7.3)</p> <ul style="list-style-type: none"> <li>• Designated peers positions (paid positions where being a peer is a requirement)</li> <li>• Peer volunteers</li> <li>• PHA volunteers and all others</li> </ul> <p>Report the total number of students who were actively involved with your agency within the past 6 months (Question 7.4)</p> <p>Record the number of hours and volunteers that delivered each activity type and whether training was provided (Question 7.5)</p> <p>Record whether you have identified any shifts in volunteer activities/services (Question 7.6)</p> <p>Complete the narrative associated with this question (Question 7.7)</p>
Organizational Funding	<p>Report AIDS Bureau funding? (Question 8.1)</p> <p>Report funding from other sources (Question 8.2)</p> <p>Record any comments on funding (Question 8.3)</p> <p>Record any in-kind contributions your agency receives (Question 8.4)</p>

## Support Services

Support Services	NEW / CHANGES
Overall	<b>NEW</b> – No longer ask about new and active clients in each question (e.g., # of new PHAs & # of active PHA clients)
	No ACAP funding numbers
	<b>NEW</b> - Population Groups are now referred to as Client Groups (New throughout)
	<b>NEW</b> - Now only three client groups available: PHA, Affected , At-risk (New throughout)
Sex/Gender	Everyone that receives support services should fit into one of these client groups. (New throughout)
Age Ranges	Report age by gender and client group (New Question 3) <b>NEW</b> – Age ranges have changed: <ul style="list-style-type: none"> <li>• under 18</li> <li>• 18-25</li> <li>• 26-35</li> <li>• 36-45</li> <li>• 46-55</li> <li>• 56-65</li> <li>• 66-75</li> <li>• Over 75</li> <li>• Unknown</li> </ul>
Ethnicity	Report clients by age group, gender, and client group (New Question 4) <b>NEW</b> – Ethnicity categories <ul style="list-style-type: none"> <li>• White</li> <li>• Black</li> <li>• Latin American</li> <li>• Southeast Asian</li> <li>• Arab/West Asian</li> <li>• South Asian</li> <li>• First Nations</li> <li>• Metis</li> <li>• Inuit</li> <li>• Not listed (includes all other ethnicities and unknown)</li> </ul>

Support Services	NEW / CHANGES
Priority Populations	Report clients by priority population, gender, and client group (New Question 5) <b>NEW</b> – now ask about priority populations (aligned with the AIDS Bureau Ontario Strategy) <ul style="list-style-type: none"> <li>• Gay/bi/MSM</li> <li>• People who use drugs</li> <li>• ACB</li> <li>• Indigenous</li> <li>• Women at-risk</li> </ul> <b>Note:</b> clients can be counted in more than one priority population
Services	Report number of unique clients by gender, client group, and services accessed
Sessions	<b>NEW</b> – Number of sessions now reported by client group and sex/gender (New Question 7)
Referrals	List of referral sources have changed (roll-up of what is recorded in OCASE) (New Question 8)
	<b>NEW</b> – Narrative questions about referrals (New Question 8)
Support Groups	No longer have questions about the number of support groups delivered
Financial Assistance provided	No longer have question about financial support provided to clients
PHA Clients	<b>NEW</b> – Question about % of PHAs with a primary care physician (New Question 9)
	<b>NEW</b> – question about % of PHAs with an HIV specialist (New Question 10)
Client Deaths	Report the number of clients that have been reported as deceased in within the reporting period (New Question 11)
NEW Sub-section on  NEW CLIENTS ONLY	<b>Addition of a NEW CLIENT sub-section, report:</b> <ul style="list-style-type: none"> <li>• Total number of NEW clients (New Question 12)</li> <li>• NEW clients x client group x sex/gender x presenting issues (New Question 13)</li> <li>• Length of diagnosis of NEW clients x sex/gender (New Question 14)</li> <li>• NEW clients x ethnicity x sex/gender x client group (New Question 15 – not included)</li> <li>• NEW clients x priority population x sex/gender x client group (New Question 16 – not included)</li> <li>• Note: NEW clients can be counted in more than one priority population</li> <li>• NEW clients x client group x age x sex/gender (New Question 17)</li> <li>• Top 5 services accessed by NEW clients and # of sessions provided (New Question 18)</li> </ul>
Narrative	<b>NEW</b> – Added narrative questions tied to the goals of the ON strategy (New Question 19-24)

Prevention Activity with Service Users	NEW/CHANGES
Overall	<b>NEW</b> – section for prevention activities with service users ONLY
	NOTE: no longer ask for activity to be reported by worker category
	<b>NEW</b> – prevention activity tracking tool for all OCHART users <ul style="list-style-type: none"> <li>- Available on the new OCHART site;</li> <li>- EOCD documents no longer used on the OCASE</li> </ul>
Narrative	<b>NEW</b> – narrative question asking about the agency’s overall prevention plan and activities (New Question 1)
	<b>NEW</b> – narrative question about prevention work targeting specific groups within the broader priority populations (New Question 2)
Priority Populations	Select the priority populations that you engaged in prevention activities with during reporting period: (New Question 3) <ul style="list-style-type: none"> <li>• ACB</li> <li>• Gay/Bi/MSM</li> <li>• Indigenous people</li> <li>• People who use drugs</li> <li>• Women at-risk</li> <li>• PHAs</li> <li>• Other at-risk population - Incarcerated people</li> <li>• Other at-risk population - Sex workers</li> <li>• Other populations (e.g., general public)</li> </ul>
Prevention Activities	Prevention activity targeted to each priority population by # of events & # of contacts (e.g., for presentations this is the total # participants) Type of prevention activities: (New Question 4a) <ul style="list-style-type: none"> <li>• presentations (*)</li> <li>• one-on-one education (*)</li> <li>• brief outreach</li> <li>• significant outreach</li> <li>• structured interventions/workshop - <b>NEW</b></li> </ul> (*) <b>Note: for these activities we no longer ask for:</b> <ul style="list-style-type: none"> <li>• activity by funder</li> <li>• intended audiences (now report by priority population)</li> <li>• presentation focus</li> <li>• location</li> <li>• length of presentation</li> </ul>
Connection to Priority Population Networks	<b>NEW</b> - Asks percentage of activities linked to priority population network campaigns x PPN x PP (New Question 4a)

Prevention Activity with Service Users	NEW/CHANGES
Connection to Priority Population Networks	<b>NEW</b> - Asks percentage of activities that used a resource created by a priority population network x PPN x PP (New Question 4a)
Traditional & Online Media Engagement	<p>NOW ask Traditional and Online Media Engagement (New Question 5)</p> <ul style="list-style-type: none"> <li>• By purpose of engagement</li> <li>• Total number of views, likes, followers, contacts, interactions, etc.</li> </ul> <p>Media Types include:</p> <ul style="list-style-type: none"> <li>• Agency website</li> <li>• Facebook</li> <li>• Twitter</li> <li>• Chat rooms</li> <li>• App based tools</li> <li>• Traditional media (e.g., Newspaper/TV interviews, radio shows, etc. – not paid advertising)</li> <li>• Other</li> </ul> <p>No longer ask for size of Facebook and Twitter audience</p>
Structured Interventions and Workshops	<p><b>NEW</b> - ask for all structured interventions delivered within reporting period (New Question 6a)</p> <ul style="list-style-type: none"> <li>• by priority population</li> <li>• by intervention title</li> <li>• the goal that the intervention is supporting</li> <li>• Total number of clients that completed the intervention during the reporting period</li> </ul>
Awareness Campaigns	<p>NOW Awareness campaigns – only report on campaigns <b>delivered</b> (New Question 6b)</p> <ul style="list-style-type: none"> <li>• by priority population</li> <li>• by campaign title</li> <li>• by goal</li> <li>• including campaign components</li> <li>• estimated campaign coverage (number of people reached)</li> </ul>
Resources Distributed	<p>No longer ask about # of information resources distributed (New Question 7)</p> <p>ONLY report # of <b>resources developed</b></p> <ul style="list-style-type: none"> <li>• by priority population</li> <li>• by type of resource developed</li> <li>• by purpose</li> </ul>
Safer Sex Resources Distributed	No change (New Question 8)

Prevention Activity with Service Users	NEW/CHANGES
% By Worker Type	<p><b>NEW</b> – now ask for percentage of prevention work delivered by type of staff member (New Question 9)</p> <ul style="list-style-type: none"> <li>• ACB (PPN member)</li> <li>• GMSW (PPN member)</li> <li>• WHAI (PPN member)</li> <li>• Education worker</li> <li>• Support worker</li> <li>• Harm reduction worker</li> <li>• Other worker</li> <li>• Executive Director</li> <li>• Manager</li> </ul> <p>Note: this % is calculated from the prevention tracking tool</p>
% Of Activities By Peers	<p><b>NEW</b> – now ask for percentage of prevention work delivered by peers by activity type by peer population (New Question 9b)</p> <ul style="list-style-type: none"> <li>• ACB</li> <li>• Gay/Bi/MSM</li> <li>• Indigenous people</li> <li>• People who use drugs</li> <li>• Women at-risk</li> <li>• PHAs</li> <li>• Other at-risk population - Incarcerated people</li> <li>• Other at-risk population - Sex workers</li> <li>• Other populations (e.g., general public)</li> </ul> <p>Note: this % is calculated from the prevention tracking tool</p>
Narrative Questions	<p><b>NEW</b> (New Question 10-11)</p> <ul style="list-style-type: none"> <li>• narrative questions ask about how your prevention activities have supported goals of the ON strategy</li> <li>• also ask for % of prevention work that supported each strategy goal</li> </ul> <p>Note: this % is calculated from the prevention tracking tool</p>

## Prevention Activities with Service Providers

Prevention Activities with Service Providers	NEW/CHANGES
Overall	<p><b>NEW</b> – now community development is its own section</p> <p><b>NEW</b> – now community development has a tracking tool available for all OCHART users on OCHART website</p>
Narrative Questions	<p><b>NEW</b> – narrative questions (New Question 1)</p> <ul style="list-style-type: none"> <li>ask about your agency’s plan to educate service providers/professionals that work with priority populations</li> </ul>
	<p><b>NEW</b> – narrative questions (New Question 2)</p> <ul style="list-style-type: none"> <li>ask about your agency’s plan to build partnerships with service providers/professionals</li> </ul>
Education activities targeting service providers / professionals	<p><b>NEW</b> – question on education activities targeting service providers/professionals</p> <p>Report by: (New Question 3)</p> <ul style="list-style-type: none"> <li>population discussed (same as other sections) x activity (includes information sessions, capacity building, consultations) x # of events x # of contacts</li> </ul> <p>For population = other at-risk; must specify who is included in that category</p>
Community development activity	<p>Community development activity x population discussed x type of partner (NEW list) x # of contacts within reporting period, # of partners , # of MOUs developed (New Question 4)</p>
Conferences Organized	<p><b>NEW</b> – question on Conference ORGANIZED ONLY (New Question 5)</p> <p>Report by:</p> <ul style="list-style-type: none"> <li>Event title</li> <li>Main priority population (same as previous lists)</li> <li>Any additional specific groups within priority population targeted</li> <li>Main goal of conference</li> <li># of participants</li> </ul>
Information Materials Developed	<p><b>NEW</b> question – (New Question 6)</p> <p>number of NEW information materials DEVELOPED for service providers</p> <p>Note: only # developed NOT distributed</p>



Prevention Activities with Service Providers	NEW/CHANGES
Worker Type	<p><b>NEW</b> - Now ask for percentage of education activities to service providers AND % of community development work delivered by type of staff member <a href="#">(New Question 7)</a></p> <p>Type of staff members:</p> <ul style="list-style-type: none"> <li>• ACB (PPN member)</li> <li>• GMSW (PPN member)</li> <li>• WHAI (PPN member)</li> <li>• Education worker</li> <li>• Other worker</li> <li>• Executive Director</li> <li>• Manager</li> </ul> <p>Note: this % is calculated from the tracking tool</p>
NEW	<p><b>NEW</b> questions: (Calculated from Tracking Tool) <a href="#">(New Question 8)</a></p> <p>% of education to service providers AND community development work supporting each goal of strategy (by goal)</p>
Narrative	<p><b>NEW</b> narrative questions about how community development work supports each goal of ON strategy <a href="#">(New Question 9)</a></p>