

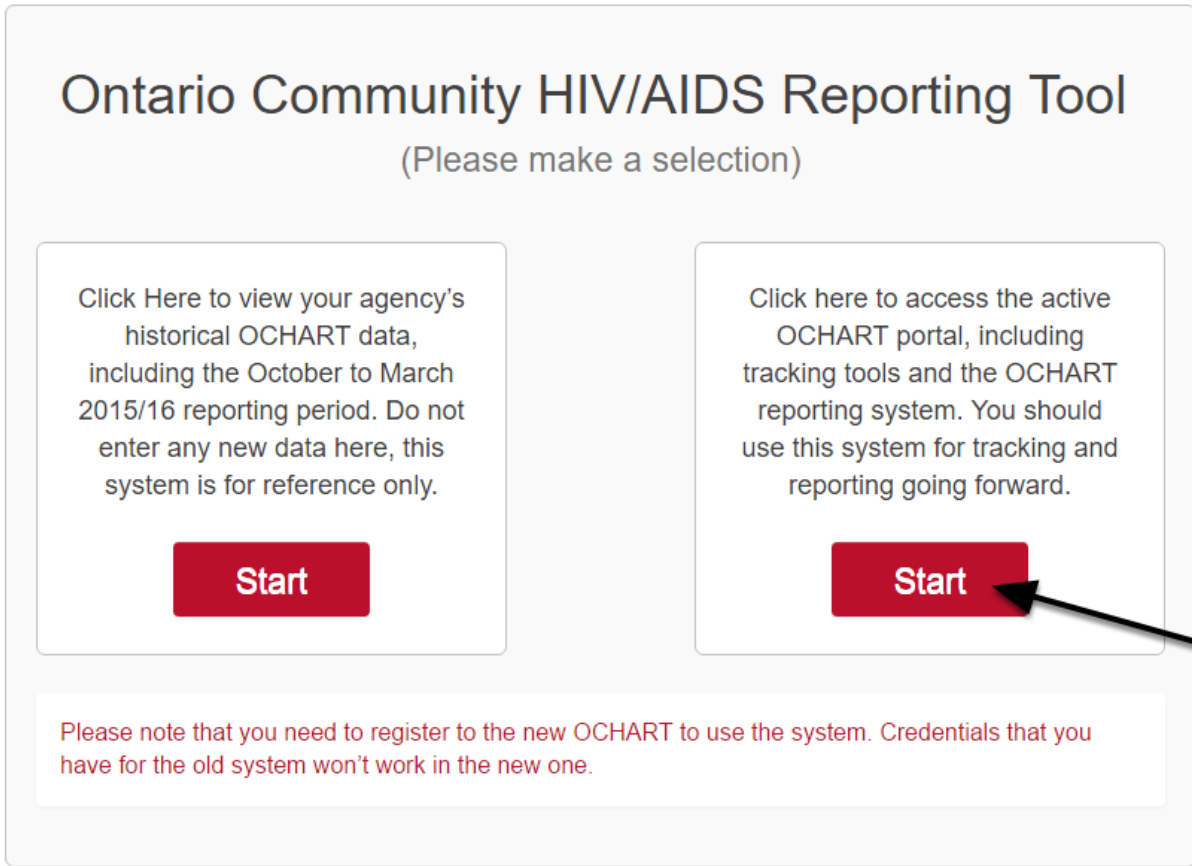
Section 12: Narrative for AIDS Bureau Funding Programs

This section will show you how to complete section 12 of OCHART 2.0, Narrative for AIDS Bureau Funding Programs. Remember, you can fill in any OCHART section on your computer, tablet or smart phone.

Type "www.ochart.ca" into the address bar. Press "ENTER".



You will see the screen below. Click the "START" button on the right side.



Clicking the start button on the left side will take you to the old OCHART system. If you click this accidentally, please click the back button on your internet browser. Next, click the start button on the right.

Type in your "Username" (your work email address) and your "Password". Click "Login".

Username (email address)

1 Test_dataentry@email.com

Password

2

3 Login

[Register](#) [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 section titled, "How to Register" for step-by-step registration instructions.

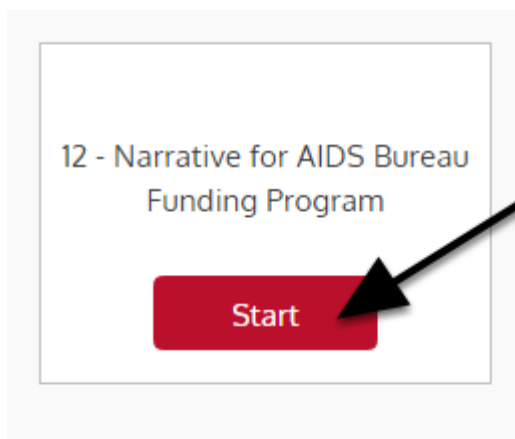
Click "Enter OCHART Data" (left side).

Choose a Tool

Enter OCHART Data

Use Tracking Tool

Click the "Start" button under "9 - Hepatitis C services".



Program Narrative for AIDS Bureau Funding Programs

This section replaces the end of year Final Report (Schedule A2) for AIDS Bureau funded programs. It must be completed at the end of each six month reporting period. When completing this section, you will need to refer to your approved AIDS Bureau Schedule A which outlines your proposed activities for each reporting period (H1 and H2).

At any time you can click the "Save" button to save all data entered in the section and exit the section.



Q1. Describe any key highlights or milestones from your program activities that occurred during the reporting period. You can use point form. You cannot exceed 250 words.

1. Provide any key highlights or milestones from your program activities that took place in the past reporting period.
(maximum 250 words, point form acceptable)

This question is mandatory.

Q2. Indicate whether you achieved all, some or none of the funded activities you expected to achieve during the reporting period. Click the circle beside the appropriate answer. Click "Next".

2. Did you achieve all, some or none of the funded activities you expected to achieve during the past reporting period?

- All results achieved Some results achieved No results achieved

If you answered "some" or "no results achieved" then you will see the following question. Q3. Compare your activities with approved Schedule A to identify activities that are not and/or only partially completed. Click "Insert".

Goal	Funded activities not and/or partially completed	Explanation	Agency planned response	Edit	Delete
Insert					

Q3. Click on the triangle and then click on the goal you would like to select. Complete the narrative questions in under 250 words. You can use point form. Click "+ Add".

Goal
 1. Improve the health and well-being of populations most affected by HIV
 2. Promote sexual health and prevent new HIV, STI and Hepatitis C infections
 3. Diagnose HIV infections early and engage people in timely care
 4. Improve the health, longevity and quality of life for people living with HIV
 5. Ensure the quality, consistency and effectiveness of all provincially funded HIV

Goal
 -- Select One --
 -- Select One --
 Goal 1 **not and/or partially completed**
 Goal 2 *(maximum 250 words, point form acceptable)*
 Goal 3
 Goal 4
 Goal 5

Explanation
(maximum 250 words, point form acceptable)

Agency planned response
(maximum 250 words, point form acceptable)

+ Add **Cancel**

You will not see this question if you click "All results achieved" in question 2.

Clicking "Cancel" will erase your entry and take you back to the previous screen.

Q3. Click "Edit" to change your entry or click "x Delete" to erase it. To add another activity click "Insert". Repeat the previous steps. When you are finished answering the question, click "Next".

Goal	Funded activities not and/or partially completed	Explanation	Agency planned response	Edit	Delete
Goal 1	Narrative	Narrative	Narrative	Edit	x Delete

Insert

← Previous **Next →**

Click "Edit" to change your entry.

To erase the entry, click "x Delete".

You will not see this question if you click "All results achieved" in question 2.

Click "Previous" to go back to a previous question.

Q3a. List all key partnerships identified in your approved Schedule A and describe the progress you have made in developing each of these in the past six months. Click "Insert".

3a. List all key partnerships identified in your approved Schedule A and describe the progress you have made in developing each of these in the past 6 months.

Goals:

1. Improve the health and well-being of populations most affected by HIV
2. Promote sexual health and prevent new HIV, STI and Hepatitis C infections
3. Diagnose HIV infections early and engage people in timely care
4. Improve the health, longevity and quality of life for people living with HIV
5. Ensure the quality, consistency and effectiveness of all provincially funded HIV programs and services

Goal	Partnership	Progress	Edit	Delete
Insert				

Q3a. Click the triangle and then click on the goal you would like to select. Complete the narrative questions in under 250 words. You can use point form. Click "+ Add".

Goal

1. Improve the health and well-being of populations most affected by HIV
2. Promote sexual health and prevent new HIV, STI and Hepatitis C infections
3. Diagnose HIV infections early and engage people in timely care
4. Improve the health, longevity and quality of life for people living with HIV
5. Ensure the quality, consistency and effectiveness of all provincially funded HIV programs and services

Goal

-- Select One --
-- Select One --
Goal 1
Goal 2
Goal 3
Goal 4
Goal 5

Partnership.

(point form acceptable)

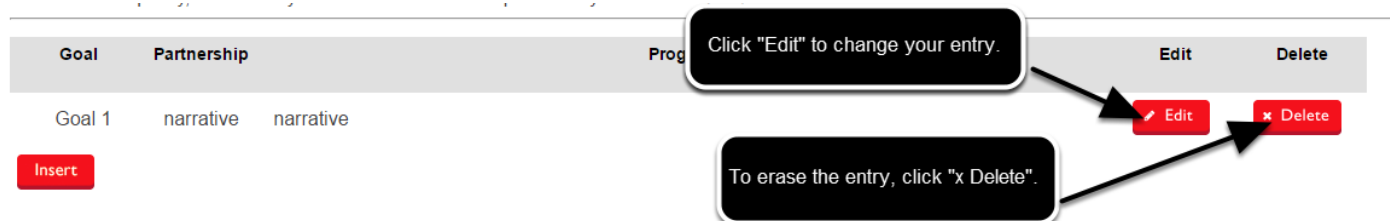
Describe the progress made in developing this partnership.

(maximum 250 words, point form acceptable)

+ Add **Cancel**

Clicking "Cancel" will erase the entry.

Q3a. Click "Edit" to change the entry or click "x Delete" to erase the entry. Click "Insert" to add another partnership. Repeat the previous steps.



Q4. Describe how PHAs and others with lived experience were meaningfully involved in your organization during the reporting period. You can use point form. You cannot exceed 250 words. Click "Next".

4. Describe how PHAs and others with lived experience were meaningfully involved with your organization in the past 6 months.
(maximum 250 words, point form acceptable)

◀ Previous Next ▶

This question is mandatory.

Click "Previous" to go back to a previous question.

Q5a. - Q5b. Indicate all of the methods of evaluation that you used during the reporting period by clicking on the boxes beside each method you would like to select. Use the same method to indicate evaluation respondents.

5. Evaluation

5a. Methods of evaluation used
(check all that apply)

- Surveys
- Interviews
- Focus groups
- Advisory committees
- Verbal feedback from service users
- Statistical data (e.g., OCHART, OCASE)
- Other

5b. Respondents included
(check all that apply)

- Staff
- Volunteers
- Peers
- People with lived experience
- Other

If you check "Other", please specify in the space provided.

Q5c. - Q5d. Complete the narrative questions based on the results of your evaluations. Click "Next".

5c. Based on evaluations, outline any successful practices or initiatives that you will build upon and/or continue.
(maximum 250 words, point form acceptable)

5d. Based on evaluations, outline any identified areas for change or improvement and how this will be addressed.
(maximum 250 words, point form acceptable)

◀ Previous
Next ▶

Click "Previous" to go back to a previous question.

Q6. Describe how staff training experiences in the past six months helped staff contribute to the goals of the provincial HIV strategy. Begin by clicking "Insert".

Goal	Description
1. Improve the health and well-being of populations affected by HIV	<div style="display: flex; justify-content: space-between; align-items: center;"> Insert </div>
2. Promote sexual health and prevent new HIV, STI and Hepatitis C infections	<div style="display: flex; justify-content: space-between; align-items: center;"> Insert </div>
3. Diagnose HIV infections early and engage people in timely care	<div style="display: flex; justify-content: space-between; align-items: center;"> Insert </div>
4. Improve the health, longevity and quality of life for people living with HIV	<div style="display: flex; justify-content: space-between; align-items: center;"> Insert </div>
5. Ensure the quality, consistency and effectiveness of all provincially funded HIV programs and services	<div style="display: flex; justify-content: space-between; align-items: center;"> Insert </div>

For example, your support staff attended a training on writing case notes. It resulted in more accurate client files and better case planning. This contributed to goals four and five.

You do not need to list all trainings that staff participated in.

Q6. Describe how the training contributed to the goal in the space provided. If you do not have an example for a specific goal, please type 'N/A'. Click "+ Add".

Please describe how the training contributed to the goal.

[+ Add](#) [Cancel](#)

Clicking Cancel will delete what you have just entered and return you to the previous screen.

Q6. Click the "Edit" button to make a change to your entry or the "x Delete" button to erase it. Click "Insert" to add another description. Repeat the previous steps.

Goal	answer	
1. Improve the health and well-being of populations affected by HIV		Edit x Delete
2. Promote sexual health and prevent new HIV, STI and Hepatitis C infections		Insert
3. Diagnose HIV infections early and engage people in timely care		Insert
4. Improve the health, longevity and quality of life for people living with HIV		Insert
5. Ensure the quality, consistency and effectiveness of all provincially funded HIV programs and services		

Click "Edit" to change your entry.

To erase the entry, click "x Delete".

Q7. Describe one key training your staff attended in the past six months and highlight the impact of this training. You can use point form. You cannot exceed 250 words. Click "Next".

7. Describe one key training your staff attended in the past 6 months and highlight its impact.
(maximum 250 words, point form acceptable)

[← Previous](#) [Next →](#)

This question is mandatory.

Click "Previous" to go back to a previous question.

Q8. Identify any knowledge and skill training needs in relation to the five goals of the provincial HIV strategy. Start by clicking "Insert".

8. Identify your organization's knowledge and skill training needs in relation to the five goals of the provincial HIV strategy. Provide an explanation in the tables below about how you plan on addressing these gaps in the future.

Description	Type of unmet need	Agency planned response	Goal	Edit	Delete
Insert					

Q8. Describe the skill and/or knowledge gap in up to 250 words. Click the triangle and click either skills, knowledge or both from the drop-down menu.

Describe the knowledge or skill gap.
(maximum 250 words)

Type of unmet need

-- Select One -- 1

- Select One --
- Knowledge
- Skill**
- Both

Agency planned response to address the gap. 2

Q8. Explain your agency's planned response in up to 250 words. Click the triangle and then click on the goal you would like to select. Click "+ Add".

Agency planned response to address the gap.
(maximum 250 words)

Goal

-- Select One --

-- Select One --

1. Improve the health and well-being of populations most affected by HIV

2. Promote sexual health and prevent new HIV, STI and Hepatitis C infections

3. Diagnose HIV infections early and engage people in timely care

4. Improve the health, longevity and quality of life for people living with HIV

5. Ensure the quality, consistency and effectiveness of all provincially funded HIV programs and services

If you click "Cancel" you will erase the information you just entered and return to the previous screen.

Q8. You can use the "Edit" button to change your entry or you can click "x Delete" to erase your entry. To add more entries, click "Insert" and repeat the previous steps.

8. Identify your organization's knowledge and skill training needs in relation to the five goals of the provincial HIV strategy. Provide an explanation in the tables below about how you plan on addressing these gaps in the

Description	Type of unmet need	Agency planned response	Goal	Edit	Delete
Description	Both	Response	1. Improve the health and well-being of populations most affected by HIV	Edit	Delete

Insert

Click "Edit" to change your entry.

To erase the entry, click "x Delete".

Q9. Please share anything else that you think is important to report. This does not have to be related to AIDS Bureau-funded programs. You can use point form. You cannot exceed 250 words. Click "Previous" to review past questions. When you are finished reviewing past questions, click "Save" to save your work and exit the section..

9. Are there any other things you think are important to report? This can be related to things other than programming that the AIDS Bureau funds.
(Optional, maximum 250 words, point form acceptable)

The question is optional. You do not have to answer.