

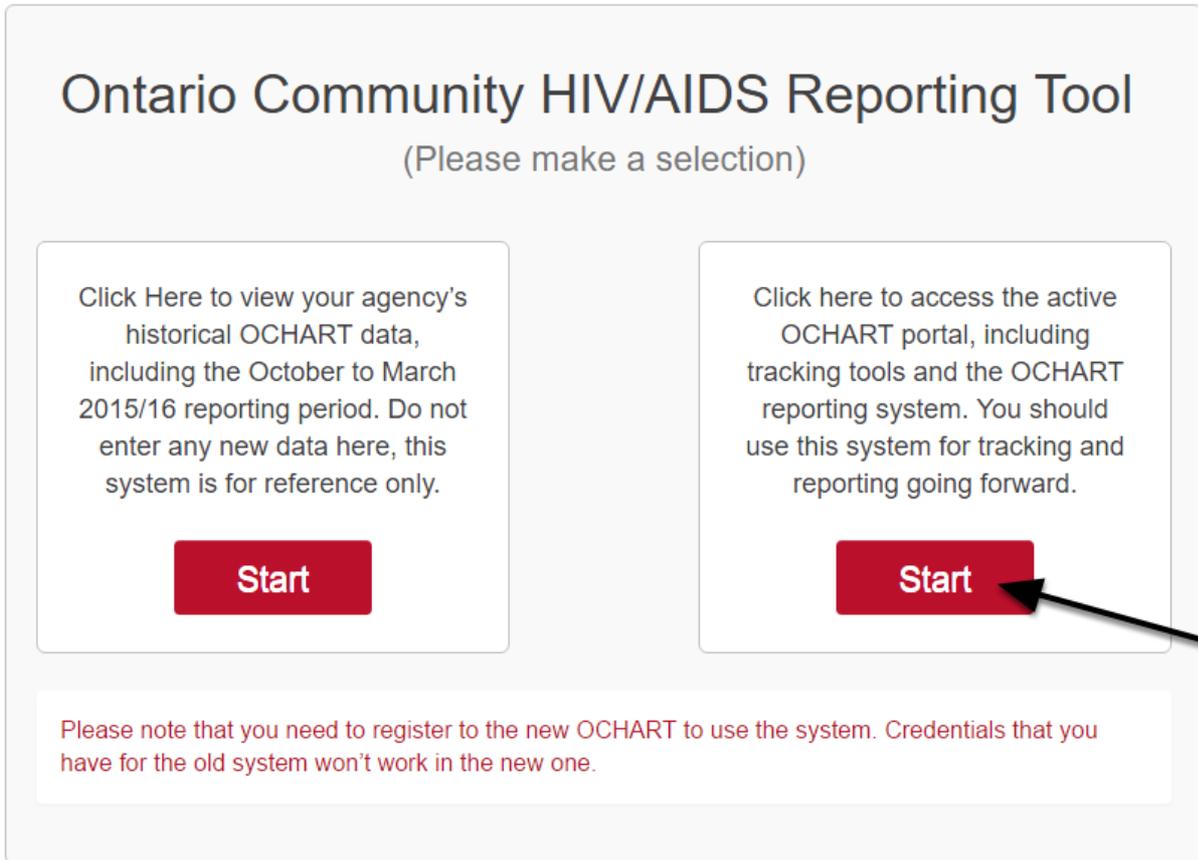
Section 3: Prevention (Education and Outreach) Activities with Service Users

This section will show you how to complete section 3 of OCHART 2.0, Prevention (Education and Outreach) Activities with Service Users. 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.

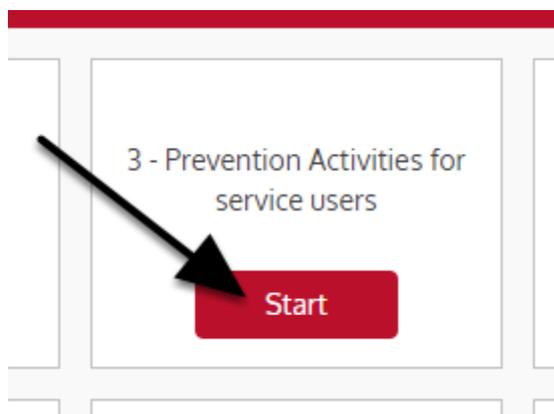
Click "Enter OCHART Data" (left side).

Choose a Tool

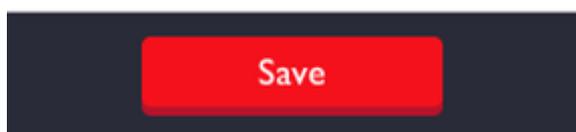
Enter OCHART Data

Use Tracking Tool

Click the "Start" button under "3 - Prevention Activities for service users".



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



Q1. - Q2. Complete narrative questions. You can use point form. You cannot exceed 250 words. Click "Next".

1. List your agency's prevention priorities for the past 6 months, in particular those targeting priority populations.
(maximum 250 words, point form acceptable)

2. Describe any new prevention activities your agency offered in the past 6 months that were targeted to specific groups within a priority population.

Population groups are multi-dimensional and you may offer services targeted to specific groups. For example, programs or structured interventions designed to reach trans women of colour, incarcerated ACB people, or black gay men.

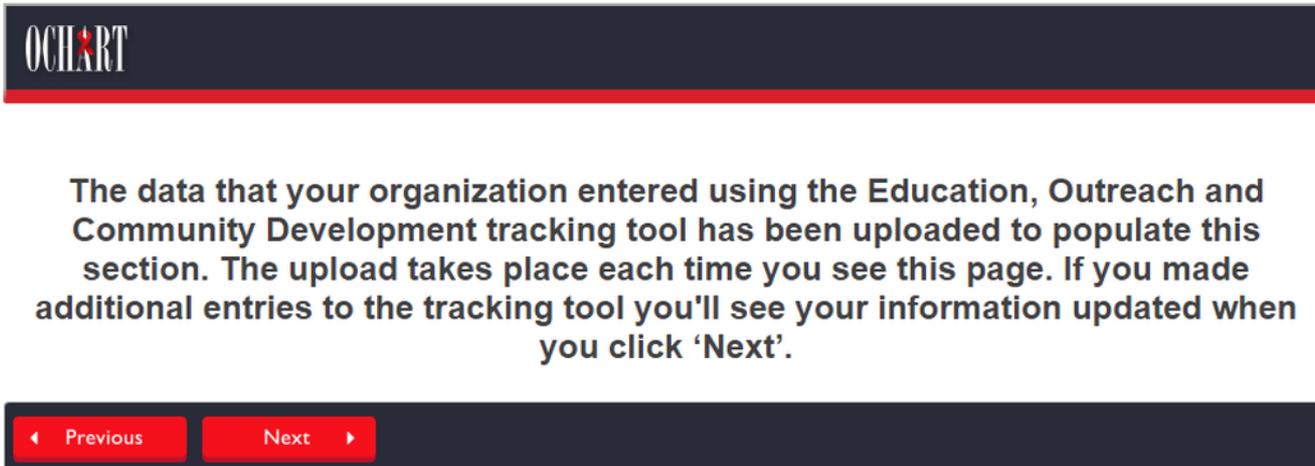
(maximum 250 words, point form acceptable)



Please include specific examples if possible.

If either question does not apply to your work, please type "N/A" in the space provided. You cannot leave the question blank.

You will see the following message. Read it carefully. Click "Next".



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As you move forward in this section, you will see pre-populated answers from the Education, Outreach and Community Development Tracking Tool. **If any of these pre-populated answers are incorrect, go back into the tracking tool and make additional entries. Do not change the pre-populated numbers in this section. Changes must be made in the tracking tool itself.** Once you have updated the information in the tracking tool, return to this page. Click "Next". This will pre-populate the subsequent questions with the updated information from the tracking tool.

Every time a change is made in the tracking tool, you must return to this page and click next to update the pre-populated information in the subsequent questions.

Q3. Indicate which priority populations your agency engaged with during the reporting period by clicking on the check box(es) beside the population name(s). Click "Next".

3. Select **all** populations your agency engaged with during this reporting period.

Please select all that apply.

Key Ontario priority populations

- People living with HIV
- African, Caribbean and Black communities
- Gay/bisexual/MSM *(including trans men)*

Other At-Risk populations

- Incarcerated people
- Sex workers

- Indigenous people
- People who use drugs
- Women at-risk *(including trans women)*
- Other populations



To go back to a previous question, click "Previous".

Q4a. Report the details of the prevention activities that your agency has engaged with PER POPULATION.

4a) Report prevention activities you delivered to **people living with HIV** in the past 6 months.

For each activity type indicate the number of events and number of contacts.

One-on-one education refers to responses to individual requests for information when people phone, email or drop-in to your agency.

Significant face-to-face outreach contact is a two-way, in-person interaction between agency staff/volunteers and a member of the target population. This includes all contacts at bathhouses and massage parlours here.

Brief outreach contact refers to contacts at large public events, such as PRIDE, where contacts tend to be limited to handing out pamphlets, condoms, etc.

	Number of Events	Number of Contacts
Education presentations	<input type="text"/>	<input type="text"/>
Structured intervention/workshops	<input type="text"/>	<input type="text"/>
One-on-one education activities	<input type="text"/>	<input type="text"/>
Significant outreach contacts	<input type="text"/>	<input type="text"/>
Brief outreach contacts	<input type="text"/>	<input type="text"/>

This table will repeat for every population that has been engaged.

If your agency has been using the tracking tool on OCHART, this section will be pre-populated.

If your agency has not made use of this tracking tool, please answer the above question.

Q4a - Q4f. Report the number of prevention activities that were linked to priority population networks or used materials developed by priority population networks PER POPULATION. Click "Next".

Report the total number of education presentations and workshops/interventions delivered to **people living with HIV** in the past 6 months:

- that **were linked** to an awareness campaign developed by a Priority Population Network (PPN)

- where **you used** materials developed by Priority Population Networks (PPN).

	ACCHO	GMSH	WHA1
Activities linked to a PPN campaign	<input type="text"/>	<input type="text"/>	<input type="text"/>
PPN materials used	<input type="text"/>	<input type="text"/>	<input type="text"/>

This table will repeat for every population that has been engaged.

If your agency has been using the tracking tool on OCHART, this section will be pre-populated.

If your agency has not made use of this tracking tool, please answer the above question.

To go back to a previous question, click "Previous".

If your agency engaged with gay/bisexual/MSM and/or women at-risk, you will be asked to report activities delivered specifically to trans men and/or trans women within the reporting period.

Out of all prevention activities you delivered to gay/bisexual/MSM in the past 6 months report activities delivered specifically to trans men.

	Number of Events	Number of Contacts
Education presentations	<input type="text"/>	<input type="text"/>
Structured intervention/workshops	<input type="text"/>	<input type="text"/>
One-on-one education activities	<input type="text"/>	<input type="text"/>
Brief outreach contacts	<input type="text"/>	<input type="text"/>
Significant outreach contacts	<input type="text"/>	<input type="text"/>

Out of all prevention activities you delivered to women at-risk in the past 6 months report activities delivered specifically to trans women.

	Number of Events	Number of Contacts
Education presentations	<input type="text"/>	<input type="text"/>
Structured intervention/workshops	<input type="text"/>	<input type="text"/>
One-on-one education activities	<input type="text"/>	<input type="text"/>
Brief outreach contacts	<input type="text"/>	<input type="text"/>
Significant outreach contacts	<input type="text"/>	<input type="text"/>

If your agency has been using the tracking tool on OCHART, this section will be pre-populated.

If your agency has not made use of this tracking tool, please complete the table(s).

Q4g. If your agency engaged with incarcerated people, sex workers or other at-risk populations, you will be asked to report the prevention activities that your agency delivered to these populations within the reporting period.

	Incarcerated people Number of Events	Incarcerated people Number of Contacts	Sex workers Number of Events	Sex workers Number of Contacts	Other Number of Events	Other Number of Contacts
Education presentations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Structured intervention/workshops	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
One-on-one education activities	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Significant outreach contacts	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Brief outreach contacts	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If your agency has been using the tracking tool on OCHART, this section will be pre-populated.

If your agency has not made use of this tracking tool, please complete the table.

Q5. Record the total number of views, likes, followers, and interactions for each media type as well as the approximate percentage of work attributed to each purpose of engagement.

Primary Purpose of Engagement				
Media engagement	Agency Promo %	Prevention %	Outreach %	Total # of
Agency website	<input type="text"/>	<input type="text"/>	<input type="text"/>	views <input type="text"/>
Facebook	<input type="text"/>	<input type="text"/>	<input type="text"/>	likes <input type="text"/>
Twitter	<input type="text"/>	<input type="text"/>	<input type="text"/>	followers <input type="text"/>
Traditional media	<input type="text"/>	<input type="text"/>	<input type="text"/>	interactions <input type="text"/>

These details will not be pre-populated by the tracking tool.

In columns 1, 2 and 3, please record the percentage of your work that relates to agency promotion, prevention messaging and outreach activities for each type of media used.

In column 4, report total number of online contacts for each type of media used.

Traditional media means interviews, radio shows, TV appearances, etc.

Q5. Record the total number of contacts and interactions for each type of online outreach as well as the approximate percentage of work attributed to each purpose of engagement. Click "Next".

Online outreach	Agency promo %	Health promotion %	Outreach %	Total number of
Chat rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>	contacts <input type="text"/>
App-based tools	<input type="text"/>	<input type="text"/>	<input type="text"/>	interactions <input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	interactions <input type="text"/>

If your agency has been using the tracking tool on OCHART, this section will be pre-populated.

If your agency has not made use of this tracking tool, please complete the table.

To go back to a previous question, click "Previous".

Q6a. Report all structured interventions that your agency delivered throughout the reporting period. To select an option from the drop-down menus ("Population targeted" or "Intervention goal") click the triangle and then click on the option you wish to select. Click "Add Row" to add another intervention. Once you are finished entering your information, click "Next".

This question will not be pre-populated by the tracking tool

For the purpose of OCHART, a structured intervention is a distinct program that has been proven effective through research and showed positive behavioural and/or health outcomes that can be attributed to the activities that make up the intervention.

The intervention has clear goal(s) and target audience(s) and includes a packaged set of specific activities that lead to measurable outcomes, with clear indicators of success. There is a defined series of steps that must be followed to implement a highly effective prevention program.

Include interventions developed/supported by Priority Population Networks.

To go back to a previous question, click "Previous".

Q6b. Report all awareness campaigns that your agency participated in within the reporting period. Start by clicking "Insert".

6b. Report all awareness campaigns that your agency participated in the past 6 months.

If you want to add another campaign, press **Insert**.

To save the campaign you entered, press **Add**.

To go to the next page, press **Next**.

For OCHART, **awareness campaign** is defined as a series of coordinated activities designed to engage a specific audience(s) in a certain issue.

Q6b. Record the awareness campaign details. Click "Add".

6b. Report the awareness campaigns your agency delivered in the past six months.

Include campaigns developed by Priority Population Networks.

1. Campaign title

1a. If this activity is linked to a specific Priority Population Network campaign, which network developed

- ACCHO GMSH WHAI

2. Main priority populations targeted:

- Gay/bisexual/MSM Indigenous people
 ACB communities Incarcerated people
 People who use drugs Sex workers
 People living with HIV Other
 Women at-risk

3. Main goal(s) of the campaign:

- 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

4. Campaign components:

- Online media
 Traditional media
 Visual/promotion materials
 Face-to-face interactions
 Other, please specify

5. Contacts

Estimated campaign coverage <i>(number of people reached)</i>	<input type="text"/>
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6. Anything else you would like to share about success, challenges, importance of this campaign?

(maximum 250 words, point form acceptable)

Clicking "Cancel" will erase what you just entered above.

Q6b. Click "Edit" to make a change to your entry or click "x Delete" to erase the entry. Repeat these steps for all awareness campaigns including campaigns developed by Priority Population Networks. Click "Next".

Campaign title	Priority populations targeted	Campaign coverage
Title	Gay/bisexual/MSM	200

Click "Edit" to change your entry. → Edit
Click "x Delete" to erase your entry. → x Delete

Insert

To go back to a previous question, click "Previous".

Q7. Record the details of the new information/education materials your agency developed within the last reporting period by clicking on the triangles to view the drop-down options. Click to select the appropriate option.

7. Report the number of **new** information/education materials **developed** by your agency for service users in the past 6 months. Do not include materials developed by Priority Population Networks. Report materials that are targeted to the same population, for the same purpose and are the same material type, on one line.

Population targeted	Purpose of material	Type of material	Number developed
1			

1 → Population targeted
2 → PHA

- PHA
- ACB communities
- Gay/bisexual/MSM
- Indigenous people
- People who use drugs
- Women at-risk
- Other: Incarcerated people
- Other: Sex workers
- Other

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You no longer have to record the number of information materials that you have distributed, just those that you developed.

Q7. To record additional materials click "+ Add Row" and then fill in the details. When you are finished answering the question, click "Next".

7. Report the number of **new** information/education materials **developed** by your agency for service users in the past 6 months. *Do not include materials developed by Priority Population Networks. Report materials that are targeted to the same population, for the same purpose and are the same material type, on one line.*

	Population targeted	Purpose of material	Type of material	Number developed
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

+Add Row **Remove Row**



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

Q8. Report the number of safer sex materials distributed in the last 6 months. Click "Next".

8. Report the number of **safer sex materials** distributed in the past 6 months.

Type of material	Number distributed
Dental dams	<input type="text"/>
Traditional condoms (male)	<input type="text"/>
Insertive condoms (female)	<input type="text"/>
Lubricant	<input type="text"/>

◀ Previous **Next ▶**

If your agency has been using the tracking tool on OCHART, this section will be pre-populated.

If your agency has not made use of this tracking tool, please complete the table.

To go back to a previous question, click "Previous".

Q9. Report the percentage of prevention work with service users delivered by the following types of staff members in the past 6 months. Click "Next".

9. Report the percentage of prevention work with **service users** delivered by each of the following types of staff members in the past 6 months.

Staff category	%
ACB PPN worker	<input type="text"/>
GMSH PPN worker	<input type="text"/>
WHA1 PPN worker	<input type="text"/>
Education and outreach worker	<input type="text"/>
Harm reduction worker	<input type="text"/>
Support worker	<input type="text"/>
Manager	<input type="text"/>
Executive director	<input type="text"/>
Other worker	<input type="text"/>

◀ Previous

Next ▶

If your agency has been using the tracking tool on OCHART, this section will be pre-populated.

If your agency has not made use of this tracking tool, please complete the table.

To go back to a previous question, click "Previous".

Q9a. Report the percentage of prevention work with service users where peers representing priority populations were involved. Click "Next".

	Education presentations/workshops	Structured interventions	One-on-One education	Outreach
Priority population peers represented				
PHA	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ACB communities	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gay/bisexual/MSM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
People who use drugs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Indigenous people	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Women at-risk	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Incarcerated people	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sex workers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

◀ Previous
Next ▶

NOTE: A peer is a person whom represents any of the priority populations AND whom is open his or her status and lived experience. Peers can include designated paid peer positions and volunteers.

If your agency has been using the tracking tool on OCHART, this section will be pre-populated.

If your agency has not made use of this tracking tool, please complete the table.

To go back to a previous question, click "Previous".

Q10a. - Q10d. Complete narrative questions 10a-10d. You can use point form. You cannot exceed 250 words. Record the percentage of prevention activities that support each goal. Click "Next".

10. How have your prevention activities supported each of the following goals?

Your response should include the rationale for conducting the activities/interventions. Please answer this question for each of the goals in questions 10a - 10d.

10a. Provide an example(s) of how a prevention activity(s) that has been completed in the past 6 months has supported the goal of improving the health and well-being of populations most affected by HIV?
(maximum 250 words, point form acceptable)

d

What percentage of prevention activities that you delivered supported the goal of improving the health and well-being of populations most affected by HIV?

For example, out of all education presentations you delivered, what was the percentage of presentations that contributed to this goal?

Education presentations	<input type="text"/>
Structured interventions/workshops	<input type="text"/>
One-on-one education	<input type="text"/>
Significant outreach contacts	<input type="text"/>
Brief outreach contacts	<input type="text"/>

◀ Previous Next ▶

If your agency has been using the tracking tool on OCHART, the tables below each question will be pre-populated.

If your agency has not made use of this tracking tool, please complete the table.

Your response should include the rationale for conducting the activities/interventions. Please answer this question for each of the goals in questions 10a - 10d.

Q11. Report any trends or shifts in education and outreach services. You can use point form. You cannot exceed 250 words. Click "Previous" to review or change answers to past questions. When you are finished, click "Save" to save your work and exit.

11. Report any trends/shifts in education and outreach services you delivered to service users in the past 6 months.
(maximum 250 words, point form acceptable)

◀ Previous Save