

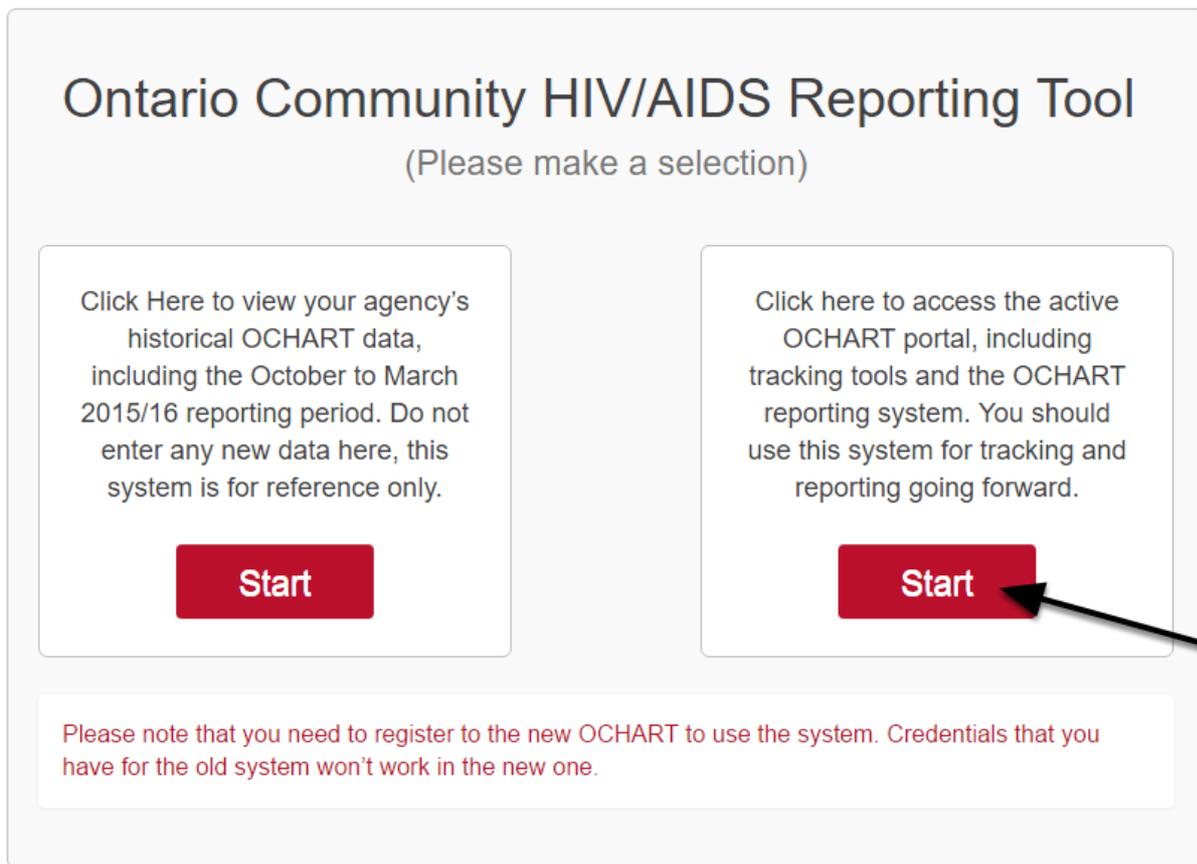
Section 4: Education for Service Providers & Community Development Activities

This section will show you how to complete section 4 of OCHART 2.0, Education for Service Providers and Community Development Activities. 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.

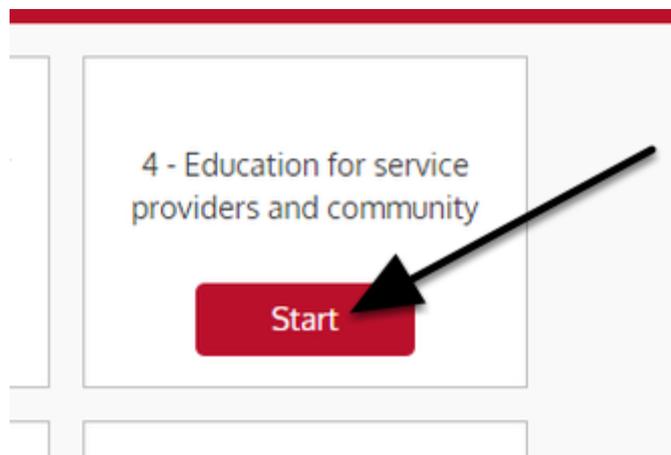
Click "Enter OCHART Data" (left side).

Choose a Tool

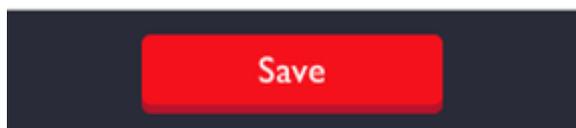
Enter OCHART Data

Use Tracking Tool

Click the "Start" button under "4 - Education for service providers and community".



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 the priorities of your agency's plan, in the past 6 months, to educate service providers that work with Ontario's HIV priority populations. *(maximum 250 words, point form acceptable)*

2. List key new partnerships developed in the past 6 months and describe how they have strengthened your community development work. *(maximum 250 words, point form acceptable)*



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



The data that your organization entered using the Education, Outreach and Community Development tracking tool has been uploaded to populate this section. The upload takes place each time you see this page. If you made additional entries to the tracking tool you'll see your information updated when you click 'Next'.

◀ Previous

Next ▶

OCHART 2.0 [Online](#)

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.

To go back to the previous questions, click "Previous".

Q3a. Record education activities targeted to serviced providers delivered in the past six months. Click "Next".

| Population discussed | Information sessions | Information sessions | Capacity building workshops | Capacity building workshops | Consultations | Consultations |
|----------------------------|----------------------|----------------------|-----------------------------|-----------------------------|----------------------|----------------------|
| | Number of events | Number of contacts | Number of events | Number of contacts | Number of events | Number of contacts |
| PHA | <input type="text"/> | <input type="text"/> | <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"/> | <input type="text"/> | <input type="text"/> |
| Gay/bisexual/MSM | <input type="text"/> | <input type="text"/> | <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"/> | <input type="text"/> | <input type="text"/> |
| People who use drugs | <input type="text"/> | <input type="text"/> | <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"/> | <input type="text"/> | <input type="text"/> |
| Incarcerated people | <input type="text"/> | <input type="text"/> | <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"/> | <input type="text"/> | <input type="text"/> |
| Other <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <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".

Q3b. Report the total number of education presentations and workshops delivered for service providers in the past 6 months that were linked to a PPN campaign or used a resource developed by a PPN. Click "Next".

3b. Report the total number of education presentations and workshops delivered for service providers in the past 6 months:
 - that were linked to an awareness campaign developed by Priority Population Networks (PPNs).
 - where you used materials developed by Priority Population Networks (PPNs).

| | ACCHO | GMSH | WHAI |
|-----------------------------------|----------------------|----------------------|----------------------|
| Activity 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"/> |

◀ 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".

Q4a. Report the number of community development meetings that your agency participated in this reporting period by meeting purpose. Click "Next".

4a. Report the **number of community development meetings** by purpose that your agency participated in during the past 6 months.

Meeting purpose

| | |
|---|----------------------|
| Advisory/board meeting | <input type="text"/> |
| Coalition/network meeting | <input type="text"/> |
| Community event planning | <input type="text"/> |
| Development of education prevention materials | <input type="text"/> |
| General information sharing | <input type="text"/> |
| Improved service delivery | <input type="text"/> |
| New partnership/relationship building | <input type="text"/> |
| Policy development | <input type="text"/> |
| Strategic planning | <input type="text"/> |
| Total | 0 |

The total will be calculated automatically.

◀ Previous Next ▶

The total will be calculated automatically.

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".

Q4b. Report the number of agencies by partner type and number of participants representing them at the community development meetings that your agency participated in the past 6 months. Click "Next".

4b. Report the **number of agencies** by partner type and **number of participants** representing them at the community development meetings that your agency participated in during the past 6 months.

Note: *Given the nature of the work involved, agencies and participants may not be unique.*

| Type of partner | Number of agencies | Number of participants |
|--|----------------------|------------------------|
| Clinical services: HIV specific care | <input type="text"/> | <input type="text"/> |
| Mental health services provider | <input type="text"/> | <input type="text"/> |
| Clinical services: non-HIV specific care | <input type="text"/> | <input type="text"/> |
| HIV testing site | <input type="text"/> | <input type="text"/> |
| Community based HIV service providers | <input type="text"/> | <input type="text"/> |
| Other community based service providers | <input type="text"/> | <input type="text"/> |
| Addiction service provider | <input type="text"/> | <input type="text"/> |
| Harm reduction service provider | <input type="text"/> | <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".

Q4c. Report the percentage of community development meetings from question 4a where you discussed each of the Ontario's HIV priority populations. Click "Next".

4c. Report the percentage of community development meetings that you entered in question 4a where you discussed each of Ontario's HIV priority populations.

| Meeting purpose | PHA | ACB communities | Gay/bisexual/MSM | Indigenous people | People who use drugs | Women at-risk | Incarcerated people | Sex workers |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Advisory/board meeting | <input type="text"/> |
| Coalition/network meeting | <input type="text"/> |
| Community event planning | <input type="text"/> |
| Development of education prevention materials | <input type="text"/> |
| General information sharing | <input type="text"/> |
| Improved service delivery | <input type="text"/> |
| New partnership/relationship building | <input type="text"/> |
| Policy development | <input type="text"/> |
| Strategic planning | <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".

Q4d. Report the percentage of community development meetings from question 4a where you discussed the issues listed as they relate to the needs of service users. Click "Next".

4d. Report **the percentage of community development meetings** that you entered in question 4a where you discussed the issues listed as they relate to the needs of service users.

[Click here for service definitions and go to pages 8-14 of the Support Services Resources Guide.](#)

Click for service definitions.

| | Safety concerns | Living with HIV | Housing | Food security | Well-being | Income and benefits | Education/employment | Social support | Legal/immigration | Risk of HIV |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Meeting purpose | | | | | | | | | | |
| Advisory/board meeting | <input type="text"/> |
| Coalition/network meeting | <input type="text"/> |
| Community event planning | <input type="text"/> |
| Development of education prevention materials | <input type="text"/> |
| General information sharing | <input type="text"/> |
| Improved service delivery | <input type="text"/> |
| New partnership/relationship building | <input type="text"/> |
| Policy development | <input type="text"/> |
| Strategic planning | <input type="text"/> |

◀ Previous
Next ▶

For service definitions click on the blue underlined text found below the question.

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".

Q4e. Report the percentage of community development meetings from question 4a that involved the following partners by meeting purpose. Click "Next".

4e. Report the percentage of community development meetings that you entered in question 4a by the type of partner agencies you met with.

| Meeting purpose | Clinical services: HIV specific care | Mental health services provider | Clinical services: non-HIV specific care | HIV testing site | Community based HIV service providers | Other community based service providers | Addiction service provider | Harm reduction service provider |
|---|--------------------------------------|---------------------------------|--|----------------------|---------------------------------------|---|----------------------------|---------------------------------|
| Advisory/board meeting | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Coalition/network meeting | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Community event planning | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Development of education prevention materials | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| General information sharing | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Improved service delivery | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| New partnership/relationship building | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Policy development | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Strategic planning | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <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".

Q5. Report the details of the conferences and events that your agency has organized this reporting period. Start by clicking "Insert".

5. Report conferences and events that you organized.

If you want to record another activity, press **Insert**.

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

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

| Event title | Priority populations targeted | Event goals | Event type | Number of participants |
|---------------|-------------------------------|-------------|------------|------------------------|
| Insert | | | | |

◀ Previous
Next ▶

If your organization did not organize any conferences or events, click "Next" to go to the next page.

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

Q5. Record the conference/event details. Click "+ Add".

This record may have more than one page. To go to the next page press **NEXT**, to save the activity you entered press **ADD**.

1. Conference/event title

2. Main priority populations discussed:

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

3. Main goal 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

4. Activity type:

- Conference
- Community/town-hall meeting

5. Contacts

| | |
|------------------------|----------------------|
| Number of participants | <input type="text"/> |
|------------------------|----------------------|

6. Anything else you would like to share about success, challenges, importance of this event?

(maximum 250 words, point form acceptable)

You will only see this page if you clicked on "Insert" in order to add event/conference details. If your organization did not organize any conferences or events, you will not see this page.

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

Q5. Click "Edit" to change your entry or click "x Delete" to erase it. To add another event, click "Insert" and repeat the previous steps. Click "Next".

| Event title | Priority populations targeted | Event type | Number of participants | |
|-------------|-------------------------------|---|------------------------|-----|
| Title | Gay/bisexual/MSM | Improve the health and well-being of populations most affected by HIV | Conference | 200 |

Insert **Edit** **x Delete**

Annotations: "Click 'Edit' to change your entry." points to the Edit button. "Click 'x Delete' to erase your entry." points to the Delete button.

Q6. Report the number of new informational materials for service providers that you have developed within the reporting period by clicking on the triangles and selecting the appropriate item from the drop-down menu. To add more materials, click "+Add Row". When complete, click "Next".

6. Report the number of **new** informational materials for **service providers** that you **developed** in the past 6 months.
Note: Do not include materials developed by Priority Population Networks.

| 1 | Main population discussed | Purpose of material | Type of material | Number of materials |
|---|---------------------------|---------------------|--|----------------------|
| 1 | PHA | Health promotion | <input type="text"/> <ul style="list-style-type: none"> Online materials Printed materials | <input type="text"/> |

+Add Row **Remove Row** **Previous** **Next**

Annotations: 1 points to the row number. 2 points to the 'Type of material' dropdown menu. 3 points to the '+Add Row' button.

Q7. Report the percentage of prevention work with service providers and community development work delivered by the following staff member types throughout the reporting period. Click "Next".

7. Report the percentage of prevention work with **service providers** and **community development work** delivered by each of the following types of staff members in the past 6 months.

| Staff category | Education for service providers | Community development |
|---------------------------|---------------------------------|-----------------------|
| ACB PPN worker | <input type="text"/> | <input type="text"/> |
| GMSH PPN worker | <input type="text"/> | <input type="text"/> |
| WHA1 PPN worker | <input type="text"/> | <input type="text"/> |
| Harm reduction worker | <input type="text"/> | <input type="text"/> |
| Support worker | <input type="text"/> | <input type="text"/> |
| Manager | <input type="text"/> | <input type="text"/> |
| Executive director | <input type="text"/> | <input type="text"/> |
| Education/outreach worker | <input type="text"/> | <input type="text"/> |
| Other worker | <input type="text"/> | <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.

Q8. Report the percentage of your education for service providers and community development work that supports each of the following goals. Click "Next".

8. What percentage of your education for **service providers and community development** work supports each of the following goals?

| Goal | Education for service providers | Community development |
|--|---------------------------------|-----------------------|
| Improve the health and well-being of populations most affected by HIV | <input type="text"/> | <input type="text"/> |
| Promote sexual health and prevent new HIV, STI and Hepatitis C infections | <input type="text"/> | <input type="text"/> |
| Diagnose HIV infections early and engage people in timely care | <input type="text"/> | <input type="text"/> |
| Improve the health, longevity and quality of life for people living with HIV | <input type="text"/> | <input type="text"/> |
| Ensure the quality, consistency and effectiveness of all provincially funded HIV programs and services | <input type="text"/> | <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.

Q9a. - Q9e. Complete narrative questions 9a-e, providing examples of how your community development work completed within the reporting period has supported each of the following goals. You can use point form. You cannot exceed 250 words.

9. Provide examples of how community development activities completed in the past 6 months supported each of the following goals. Your response should include the rationale for conducting the activities or the partnerships you developed. Please answer this question for each of the goals listed below. Enter N/A for those goals that are not applicable to your work in the past 6 months. *For each goal (9a-9e), there is a maximum of 250 words and point form is acceptable.*

9a. Improve the health and well-being of populations most affected by HIV

9b. Promote sexual health and prevent new HIV, STI and hepatitis C infections

9c. Diagnose HIV infections early and engage people in timely care

9d. Improve the health, longevity and quality of life for people living with HIV

9e. Ensure the quality, consistency and effectiveness of all provincially funded HIV programs and services

Your response should include the rationale for conducting the activities or the partnerships you developed.

Enter N/A for those goals that are not applicable to your work in the past 6 months.

Q10. - Q11. Complete narrative questions 10 and 11. 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.

10. Highlight some meaningful community development work you did in the past 6 months that you believe should be shared and replicated.
(maximum 250 words, point form acceptable)

11. Report any trends/shifts in the community development work that you do.

You may want to consider services requested, presenting issues, etc.

(maximum 250 words, point form acceptable)

[← Previous](#) [Save](#)