

User Guide OCHART Section 9 & OCHART Hepatitis C Tracking Tool

Introduction

This document contains step-by-step instructions for entering data into OCHART Section 9 (Hepatitis C Services) as well as the corresponding Hepatitis C Team Activities Tracking Tool. The guide is organized by topic area. For each topic area, step-by-step instructions are provided first for Section 9 and then for the corresponding questions found in the tracking tool. At the end of the document, there is a glossary containing definitions for all key terms. If you have any questions about the step-by-step instructions or would like to request OCHART training, please contact the OCHART Team at ochart@ohfn.on.ca or 416-642-6486 ext. 2303. If you have any programmatic questions, please contact Hepatitis C Program Reports at HepC.Reports@ontario.ca.

Reporting Service User Information in OCHART, Q1a.-Q1c.

1a. Report the number of **unique service users** served during the reporting period by sex/gender and patient group.

Note: Numbers will total after you click Next.

Patient group	Male		Female		Trans man		Trans woman		Not listed		Total # of patients by patient group
	New	Existing	New	Existing	New	Existing	New	Existing	New	Existing	
Patients living with HCV	48	10	8	8	0	0	0	0	0	1	75
Patients receiving Post-Cure Care	10	8	10	7	0	0	1	0	0	0	36
People at-risk of acquiring HCV	1	2	2	0	0	0	0	0	0	0	5
Total # of new and existing patients by gender	59	20			0	1	0	0	0	1	116

Click "Next" once you have verified that the data in the table is correct.

The numbers in this table are an aggregate of the data entered into the Tracking Tool.

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- **Question 1a.** is showing the total number of unique service users. Each service user should only be counted once regardless of the amount of services they received. For example, if a team provides service to two different individuals during the reporting period, their client count is 2 even if each individual accessed multiple services.
- You'll see the total number of service uses reported by sex/gender (male, female, trans man, trans woman or not listed).
- "Not listed" is defined as an individual that identifies with a gender that is not captured in the list provided. This should not capture those individuals that were not asked what gender they identify with or where gender is unknown. Please ensure that the gender for each client remains consistent throughout all OCHART questions.
- **Question 1a.** also provides information about a number of service users who are new to the team or are existing clients. If a service user has accessed service(s) from the team in a previous reporting period, they are an existing service user. If a service user is accessing the team's services for the first time, they are new service user regardless of how many services they receive.
- **Question 1a** displays information about service users by population group. There are three patient groups: patients living with HCV, patient receiving post-cure care, and people at risk of acquiring HCV.
- Question 1a is pre-populated by the Tracking Tool. Please review the answers displayed in the table.
- Totals will be generated automatically.

- Once you have verified that the data in the table is correct, click the "Next" button found on the bottom left hand corner of the page. This will save your answer and take you to the next question.

1a. Report the number of unique service users served during the reporting period by sex/gender and patient group.

Note: Numbers will total after you click Next.

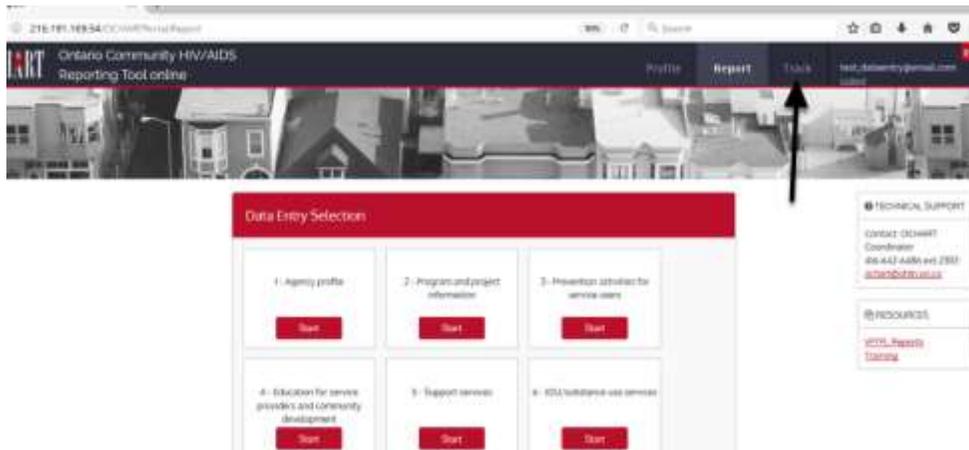
Patient group	Male		Female		Trans man		Trans woman		Not listed		Total # of patients by patient group
	New	Existing	New	Existing	New	Existing	New	Existing	New	Existing	
Patients living with HCV	0	0	0	0	0	0	0	0	0	0	0
Patients receiving Post-Cure Care	0	0	0	0	0	0	0	0	0	0	0
People at-risk of acquiring HCV	0	0	0	0	0	0	0	0	0	0	0
Total # of new and existing patients by gender	0	0	0	0	0	0	0	0	0	0	0

Click the "Save" button to save your work and exit the section.



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Save

- If the data is incorrect, click the "Save" button.



- Click "Track" to return to the Hepatitis C Tracking Tool. Add new Tracking Tool entries to ensure that the data displayed in question 1a. accurately reflects the number of clients your team served during the reporting period.

1b. Report the number of new and existing service users served during the reporting period by sex/gender and age.

The total number of **NEW** service users you enter here should equal: 0 male, 0 female, 0 trans man, 0 trans woman, 0 not listed.

The total number of **EXISTING** service users you enter here should equal: 0 male, 0 female, 0 trans man, 0 trans woman, 0 not listed.

Age group	Male		Female		Trans man		Trans woman		Not listed	
	New	Existing								
Less than 18	<input type="text"/>									
18 - 25	<input type="text"/>									
26 - 35	<input type="text"/>									
36 - 45	<input type="text"/>									
46 - 55	<input type="text"/>									
56 - 65	<input type="text"/>									
66 - 75	<input type="text"/>									
Over 75	<input type="text"/>									
Unknown	<input type="text"/>									

The numbers entered in this table are prepopulated by the Tracking Tool.

- Question 1b is pre-populated by the Tracking Tool. Please review the answers displayed in the table.
- Like 1a., question 1b. also stratifies service users by sex/gender and according to whether they are new to the program or are an existing service user.
- As stated in the two lines below the question, the numbers in this table must be consistent with the numbers entered for 1a. If the numbers in this table do not equal the red numbers shown below the question, you will not be permitted to move to the next question.
- Once you have reviewed the answers in the table, click "Next" to move to the next question or click "Previous" to go back to question 1a. At any time you can click "Save" to save your work and exit the section.

1c. Report the number of new and existing service users served during the reporting period by sex/gender and ethnicity.

The total number of **NEW** service users you enter here should equal: 0 male, 0 female, 0 trans man, 0 trans woman, 0 not listed.

The total number of **EXISTING** service users you enter here should equal: 0 male, 0 female, 0 trans man, 0 trans woman, 0 not listed.

Ethnicity	Male		Female		Trans man		Trans woman		Not listed	
	New	Existing	New	Existing	New	Existing	New	Existing	New	Existing
White										
Black										
Latin American										
Southeast Asian										
Arab/West Asian										
South Asian										
First Nations										
Metis										
Inuit										
Not listed										
Unknown										

The numbers entered in this table are prepopulated by the Tracking Tool.

- **Question 1c.** stratifies service users by sex/gender, new or existing, and ethnicity.
- Each service user should be counted once.
- Like 1a. and 1b., the table is pre-populated by the Tracking Tool and the numbers must be consistent with the previously entered data.
- If the numbers in this table are not consistent with 1a. or 1b., you will not be able to proceed to the next question.
- Once you have reviewed the answers in the table, click the "Next" button to move on to the next question or click "Previous" to go back to question 1b. At any time, you can click "Save" to save your work and exit the section.

Recording Service User Information in the Tracking Tool

OCHART Activity Tracking Tool for Hepatitis C Teams

This is not a PHIPA-secure tracking tool. Please ensure that any information entered in this tool is unlinked and anonymized.

1. Activity Title

Activity date

(mm/dd/yyyy)

2. I want to record:

- Activities with service users
 Education or community development activities
 Outreach activities *(including outreach testing)*
 On-site testing

- Begin by opening a new Tracking Tool entry (the first page of a new Tracking Tool entry is displayed above).
- Record an activity title that does not contain any service user-specific information. Enter the date the service user received service for the first time during the reporting period. Select "Activities with Service Users". Click the "Next" button.

I want to record:

- Service user demographics *(to be recorded once after the first time a service user receives service at your site during the reporting period)*
 Service sessions
 Treatment information *(initiation, exclusion, withdrawal and outcomes)*

- Select "Service user demographics".
- Please ensure that the information **about a specific individual** you are about to enter has not already been recorded. Demographic information about service users should only be recorded once after the service user is received any type of service at your site for the first time **during each reporting period**.
- Service user demographic information can only be entered for one person at a time.

Only record demographic information for ONE service user at a time. To record demographic information for another service user open the tracking tool again.

a. The status of the service user is:

New service user (you have NEVER provided any services to this individual)
 Existing service user (individual who HAS previously received services at your agency/program)

b. The service user is:

Living with HCV Receiving post-cure care At-risk of acquiring HCV

c. The service user's sex/gender is:

Male Trans woman
 Female Not listed (other gender expressions not included in list)
 Trans man

d. The service user's age group is:

Less than 18 18-25 26-35 36-45 46-55 56-65 66-75 Over 75

e. The service user's ethnic background is:

White Arab/West Asian Metis
 Black South Asian Inuit
 Latin American First Nations Not listed
 Southeast Asian

Click "Previous" to go to the previous page.

When you are done your entry, click "Submit". Once you submit your entry it cannot be changed or edited.

Tracking tool record can't be edited after it has been submitted. Please make sure that the information you enter is correct

- Record the service user's status, patient group, sex/gender, age range, and ethnicity.
- Ensure that you are only entering this information for one service user at a time. To record another service user's demographic information, open a new Tracking Tool entry after you have completed your current entry.
- Click "Previous" to review your entry. When complete, click "Submit".
- Please note that an entry cannot be editing once it has been submitted.

Reporting Service Sessions in OCHART, Q1d(1). -Q1d(3).

1d (1). Report the number of service sessions provided to **patients living with HCV** for this reporting period by sex/gender.

Services	Male	Female	Trans man	Trans woman	Not listed
Intake and assessment	<input type="text"/>				
Application completion	<input type="text"/>				
Appointment	<input type="text"/>				
Practical assistance	5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Vaccinations	<input type="text"/>				
Clinical counselling	<input type="text"/>				
General support	<input type="text"/>				
Adherence counselling	<input type="text"/>				
Wellness check	<input type="text"/>				
Ongoing clinical monitoring	<input type="text"/>				

The numbers entered in this table are prepopulated by the Tracking Tool.

- In **question 1d (1)**., report the number of service sessions provided to patients living with HCV by sex/gender. If the same service was provided to one service user multiple times, each instance of service should be entered. For example, if five sessions of practical assistance were provided to a male living with HCV, then the number 5 should be recorded under the male column.
- The table is pre-populated by the Tracking Tool.
- Once you have reviewed the answers in the table, click "Next" to go the next page/question, click "Previous" to go to the previous page or click "Save" to save and exit.
- If the numbers are incorrect, click "Save" to save and exit and then click "Track" to go to the Tracking Tool. Create additional tracking tool entries as needed.

1d (2). Report the number of service sessions provided to **patients receiving post-cure care** during this reporting period by sex/gender.

Services	Male	Female	Trans man	Trans woman	Not listed
Intake and assessment	<input type="text"/>				
Application completion	<input type="text"/>				
Appointment	<input type="text"/>				
Practical assistance	<input type="text"/>				
Vaccinations	<input type="text"/>				
Clinical counselling	<input type="text"/>				
General support	<input type="text"/>				
Ongoing clinical monitoring	<input type="text"/>				
Wellness check	<input type="text"/>				

The numbers entered in this table are prepopulated by the Tracking Tool.

- For **question 1d (2)**, please report the number of service sessions provided to patients receiving post-cure care by sex/gender.
- The table is pre-populated by the Tracking Tool.
- Once you have verified that the answers in the table are correct, click "Next" to go the next page/question, click "Previous" to go to the previous page or click "Save" to save and exit.
- If the answers are incorrect, click "Save" to save and exit and then click "Track" to go to the Tracking Tool. Create additional tracking tool entries as needed.

1d (3). Report the number of service sessions provided to **people at-risk of acquiring HCV** during this reporting period by sex/gender.

Services	Male	Female	Trans man	Trans woman	Not listed
Intake and assessment	<input type="text"/>				
Application completion	<input type="text"/>				
Appointment	<input type="text"/>				
Practical assistance	<input type="text"/>				
Vaccinations	<input type="text"/>				
Clinical counselling	<input type="text"/>				
General support	<input type="text"/>				
Wellness check	<input type="text"/>				

The numbers entered in this table are prepopulated by the Tracking Tool.

- For **question 1d (3)**, please report of the number of service sessions provided to people at risk of acquiring HCV by sex/gender.
- The table is pre-populated by the Tracking Tool.
- Once you have verified that the answers in the table are correct, click "Next" to go the next page/question, click "Previous" to go to the previous page or click "Save" to save and exit.
- If the answers are incorrect, click "Save" to save and exit and then click "Track" to go to the Tracking Tool. Create additional tracking tool entries as needed.

Recording Service Sessions in the Tracking Tool

OCHART Activity Tracking Tool for Hepatitis C Teams

This is not a PHIPA-secure tracking tool. Please ensure that any information entered in this tool is unlinked and anonymized.

1. Activity Title

Test

Activity date

(mm/dd/yyyy) 2017-02-07

2. I want to record:

- Activities with service users
 Outreach activities (including outreach testing)
 Education or community development activities
 On-site testing

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- Begin by opening a new Tracking Tool entry (the first page of a new Tracking Tool entry is displayed above).
- Record an activity title that does not contain any service user-specific information. Enter the date of the last service you are recording. Please ensure that the date you choose is within the reporting period when you performed the work. Select "Activities with Service Users". Click the "Next" button.

I want to record:

- Service user demographics (to be recorded once after the first time a service user receives service at your site during the reporting period)
 Service sessions
 Treatment information (initiation, exclusion, withdrawal and outcomes)

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- Select "Service sessions". Click the "Next" button. You can enter

I want to record service sessions provided to:

Check all that apply.

- Patients living with HCV
 Patients receiving post-cure care
 People at-risk of acquiring HCV

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- Select the patients groups for whom services were provided. You can select one, two or all three patient groups. Separate tables will display for each group, one table per page.

Record the number of service sessions delivered to **patients living with HCV** by service type.

Services	Male	Female	Trans man	Trans woman	Not listed
Intake and assessment	<input type="text"/>				
Application completion	<input type="text"/>				
Appointment	<input type="text"/>				
Practical assistance	<input type="text"/>				
Vaccinations	<input type="text"/>				
Clinical counselling	<input type="text"/>				
General support	<input type="text"/>				
Adherence counselling	<input type="text"/>				
Wellness check	<input type="text"/>				
Ongoing clinical monitoring	<input type="text"/>				

- Record the number of service session delivered to patients living with HCV by gender and service type.
- Not listed is only for those who do not identify with the genders listed.
- Click the "Next" button.

Record the number of service sessions delivered to **patients receiving post cure care** by service type.

Services	Male	Female	Trans man	Trans woman	Not listed
Intake and assessment	<input type="text"/>				
Application completion	<input type="text"/>				
Appointment	<input type="text"/>				
Practical assistance	<input type="text"/>				
Vaccinations	<input type="text"/>				
Clinical counselling	<input type="text"/>				
General support	<input type="text"/>				
Ongoing clinical monitoring	<input type="text"/>				
Wellness check	<input type="text"/>				

- Record the number of service session delivered to patients receiving post cure care by gender and service type. Click the "Next" button.

Record the number of service sessions delivered to **people at-risk of acquiring HCV** by service type.

Services	Male	Female	Trans man	Trans woman	Not listed
Intake and assessment	<input type="text"/>				
Application completion	<input type="text"/>				
Appointment	<input type="text"/>				
Practical assistance	<input type="text"/>				
Vaccinations	<input type="text"/>				
Clinical counselling	<input type="text"/>				
General support	<input type="text"/>				
Wellness check	<input type="text"/>				

Click "Previous" to go to the previous page.

Once you submit your entry it cannot be changed or edited. Make sure that the information you entered is correct.

When you are done your entry, click "Submit". Once you submit your entry it cannot be changed or edited.

- Record the number of service session delivered to people at-risk of acquiring HCV by gender and service type.

- Click "Previous" to review your entry. When complete click "Submit".
- Please note that an entry cannot be edited once it has been submitted.

Reporting Testing in OCHART, Q2a. – Q2b.

2. Testing

Agency not funded to provide testing.

- If your agency is not funded to provide testing, click the check box found below the red text.
- If your agency is funded to provide testing, leave the check box unclicked.
- Click "Next" to move to the next question or click "Previous" to go back to the previous page. Click "Save" to save your work and exit the section.

2a. Report the number and type of ON-SITE tests administered during the reporting period by sex/gender.

Type of test	Male	Female	Trans man	Trans woman	Not listed
Total number of HCV antibody tests					
Total number of HCV RNA tests					
Total number of HIV antibody tests					
Total number of HBV (antibody/antigen) tests					

The numbers entered in this table are prepopulated by the Tracking Tool.

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- Testing in this subsection refers to at-risk testing only and should not be used for repeat RNA testing in treatment monitoring (blood testing only. This excludes fibroscan/fibrotests, as they would be completed on people who are known to be HCV RNA positive).
- Testing numbers for 2a should include all clients who are tested for HCV on-site.
- If another organization (i.e. Public Health) is providing the testing service (or you refer a client to another provider), that does not count towards testing in this section.
- A person may be counted in more than one category (e.g. HIV, HCV) but only once in each category (person cannot be counted twice in HCV antibody test). If the client tested for the first time with the team and had a repeat test done within this reporting period, count the new test for this report.
- If these questions are left blank, it will be assumed that no testing took place during this reporting period.
- The table is pre-populated by the Tracking Tool.
- Once you have verified that the numbers in the table are correct, click "Next" to go the next page/question, click "Previous" to go to the previous page or click "Save" to save and exit.
- If the numbers are incorrect, click "Save" to save and exit and then click "Track" to go to the Tracking Tool. Create additional tracking tool entries as needed.

2b. Outreach testing

Agency doesn't provide outreach testing.

- If your agency is not funded to provide outreach testing, click the check box found below the red text.
- If your agency is funded to provide outreach testing, leave the check box unclicked.
- Click "Next" to move to the next question or click "Previous" to go back to the previous page. Click "Save" to save your work and exit the section.

2b. Report the number of times each test type was offered and administered by outreach location.

	# of times testing offered	# of HCV antibody tests administered	# of HIV antibody tests administered	# of HBV (antibody/antigen) tests administered
Addiction program (residential and day programs)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ASO	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Clinic/health centre	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Correctional facility	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Drop-in centre	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Food bank/soup kitchen	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hotel/motel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile service	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Methadone maintenance clinic	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mental health service	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pharmacy	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Shelter	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street outreach, incl. park, alley, etc	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Social gathering	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The numbers entered in this table are prepopulated by the Tracking Tool.

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- Question 2b asks for a report of the number of times each test type was offered and administered at each outreach location.
- The table is pre-populated by the Tracking Tool.
- Once you have verified that the numbers in the table are correct, click "Next" to go the next page/question, click "Previous" to go to the previous page or click "Save" to save and exit.
- If the numbers are incorrect, click "Save" to save and exit and then click "Track" to go to the Tracking Tool. Create additional tracking tool entries as needed.

Recording On-site Testing in the Tracking Tool

OCHART Activity Tracking Tool for Hepatitis C Teams

This is not a PHIPA-secure tracking tool. Please ensure that any information entered in this tool is unlinked and anonymized.

1. Activity Title

Activity date

(mm/dd/yyyy)

2. I want to record:

- Activities with service users
 Education or community development activities
 Outreach activities (including outreach testing)
 On-site testing

- Begin by opening a new Tracking Tool entry (the first page of a new Tracking Tool entry is displayed above).
- Record an activity title that does not contain any service user-specific information. Enter the date when the testing was performed. Select "On-site testing". You can record multiple tests in one tracking tool entry.
- Click the "Next" button.

1. Record the number of tests by sex/gender and type of test administered at your main or satellite site.

Type of test	Male	Female	Trans man	Trans woman	Not listed
Total number of HCV antibody tests	<input type="text"/>				
Total number of HCV RNA tests	<input type="text"/>				
Total number of HIV antibody tests	<input type="text"/>				
Total number of HBV (antibody/antigen) tests	<input type="text"/>				

Record the number of people who received a fibroscan/fibrotest at your main or satellite location.

Severity of Liver Damage	# of people
Fibrosis score - #F0	<input type="text"/>
Fibrosis score - #F1	<input type="text"/>
Fibrosis score - #F2	<input type="text"/>
Fibrosis score - #F3	<input type="text"/>
Fibrosis	<input type="text"/>

Click "Previous" to go to the previous page.

When you are done your entry, click "Submit". Once you submit your entry it cannot be changed or edited.

Tracking tool record can't be edited. Please make sure that the information you entered is correct.

- Record the number of tests delivered at your site. Do not record any outreach tests in this area. There is a separate area of the Tracking Tool for outreach testing. Only record testing here if it was conducted on-site.
- Click "Previous" to review your entry. When complete click "Submit".
- Please note that an entry cannot be editing once it has been submitted.

Recording Outreach Testing in the Tracking Tool

OCHART Activity Tracking Tool for Hepatitis C Teams

This is not a PHIPA-secure tracking tool. Please ensure that any information entered in this tool is unlinked and anonymized.

1. Activity Title

Test

Activity date

(mm/dd/yyyy) 2017-02-07

2. I want to record:

- Activities with service users
- Outreach activities (including outreach testing)
- Education or community development activities
- On-site testing

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- Begin by opening a new Tracking Tool entry (the first page of a new Tracking Tool entry is displayed above).
- Record an activity title that does not contain any service user-specific information. Enter the date when the outreach testing was offered/administered. Select "Outreach testing". You can record multiple tests in one tracking tool entry.
- Click the "Next" button.

I want to record:

Check all that apply. You can record services provided to MORE THAN ONE service user during several sessions in one tracking tool entry.

- Brief and significant outreach contacts
- Outreach testing (including ALL HCV and HIV tests that you OFFERED or ADMINISTERED)
- Outreach fibroscans/fibrotests

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Record the number of outreach tests offered or administered that you would like to report in this tracking tool entry by type of test. Report the number of times each test type was offered or administered by location.

	# of times testing offered	# of HCV antibody tests administered	# of HIV antibody tests administered	# of HBV (antibody/ antigen) tests administered
Addiction program (residential and day programs)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ASO	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Clinic/health centre	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Correctional facility	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Drop-in centre	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Food bank/soup kitchen	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Homebased	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile service	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Medication maintenance clinic	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mental health service	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pharmacy	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Shelter	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street outreach, incl. park, alley, etc.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Social gathering	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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- Record the number of outreach testing offered and/or administered. Do not record any on-site tests in this area. There is a separate area of the Tracking Tool for on-site testing. Only record testing here if it was conducted at an outreach location.
- Click "Next".

Record the number of people who received a fibroscan/fibrotest **at an outreach location**.

Severity of liver damage	# of people
Fibrosis score - #F0	<input type="text"/>
Fibrosis score - #F1	<input type="text"/>
Fibrosis score - #F2	<input type="text"/>
Fibrosis score - #F3	<input type="text"/>
Fibrosis score - #F4	<input type="text"/>

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- Click "Previous" to review your entry. When complete click "Next" and then click the "Submit" button found on the following page.
- Please note that an entry cannot be editing once it has been submitted.

Reporting Hepatitis C Treatment and Clinical Monitoring in OCHART, Q3a. – Q3h.

3. Hepatitis C treatment and Clinical Monitoring

Agency not funded to provide treatment to clients.

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- If your agency is not funded to provide treatment, click the check box found below the red text.
- If your agency is funded to provide treatment, leave the check box unclicked.
- Click "Next" to move to the next question or click "Previous" to go back to the previous page. Click "Save" to save your work and exit the section.

3a. Report the number of people who received a fibroscan/fibrotest this reporting period.
Indicate the results in the chart below:

Severity of Liver Damage	# of people
Fibrosis score - #F0	<input type="text"/>
Fibrosis score - #F1	<input type="text"/>
Fibrosis score - #F2	<input type="text"/>
Fibrosis score - #F3	<input type="text"/>
Fibrosis score - #F4	<input type="text"/>

The numbers entered in this table are prepopulated by the Tracking Tool.

← Previous Next → Save

- Indicate the results of all fibroscans/fibrotests that took place during the reporting period for patients your team is or will be treating.
- The table is pre-populated by the Tracking Tool. The Tracking Tool will automatically aggregate the tests recorded on site and off site.
- Once you have verified that the numbers in the table are correct, click "Next" to go the next page/question, click "Previous" to go to the previous page or click "Save" to save and exit.
- If the numbers are incorrect, click "Save" to save and exit and then click "Track" to go to the Tracking Tool. Create additional tracking tool entries as needed.

3b. Report the number of people who were identified as "spontaneously cleared" and the number of people who received ongoing clinical monitoring during this reporting period.

Type of clinical monitoring	Total
Patients were identified as "spontaneously cleared"	<input type="text"/>
Patients who received ongoing clinical monitoring	<input type="text"/>

The numbers entered in this table are prepopulated by the Tracking Tool.

← Previous Next → Save

- Indicate how many patients were identified as spontaneously cleared and how many patients are beginning to receive ongoing clinical monitoring.
- The table is pre-populated by the Tracking Tool.
- Once you have verified that the numbers in the table are correct, you can either click "Next" to go the next page/question, click "Previous" to go to the previous page or click "Save" to save and exit.
- If the numbers are incorrect, click "Save" to save and exit and then click "Track" to go to the Tracking Tool. Create additional tracking tool entries as needed.

NOTE: Questions 3c. – 3f. relate to patients who initiated treatment during this reporting period.

3c. Report the number of patients initiated treatment during this reporting period.

3d. Report the number of patients who initiated treatment during the reporting period who identify with one or more of the priority populations.

The numbers entered in 3c and 3d are prepopulated by the Tracking Tool.

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- The following questions are only in relation to **individuals who began treatment at some point during the reporting period.**
- Indicate how many people began treatment during the six month reporting period. Indicate how many **patients that** began treatment **who** identify with one or more of the priority populations.
- The answer to 3d must be less than or equal to 3c.
- **3c. and 3d.** are pre-populated by the Tracking Tool.
- Once you have verified that the numbers in the questions are correct, click "Next" to go the next page/question, click "Previous" to go to the previous page or click "Save" to save and exit.
- If the numbers are incorrect, click "Save" to save and exit and then click "Track" to go to the Tracking Tool. Create additional tracking tool entries as needed.

3f. Report the genotype breakdown of people who initiated treatment during the reporting period.

Genotype	Total # of patients
Genotype 1	<input type="text"/>
Genotype 2	<input type="text"/>
Genotype 3	<input type="text"/>
Genotype 4	<input type="text"/>
Genotype 5	<input type="text"/>
Genotype 6	<input type="text"/>

The numbers entered in this table are prepopulated by the Tracking Tool.

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Save

- For each patient who began treatment, indicate their virus genotype.
- The table is pre-populated by the Tracking Tool.
- Once you have verified that the numbers in the table are correct, click "Next" to go the next page/question, click "Previous" to go to the previous page or click "Save" to save and exit.
- If the numbers are incorrect, click "Save" to save and exit and then click "Track" to go to the Tracking Tool. Create additional tracking tool entries as needed.

3g. Report the following information for patients who completed treatment during the reporting period.

The number of patients who achieved SVR, who did not achieve SVR, and who have not completed SVR blood work/SVR blood work results pending must equal the total number of patients who completed treatment.

Outcome	Total # of patients
Patients who achieved SVR	<input type="text"/>
Patients who did not achieve SVR	<input type="text"/>
Patients who have not completed SVR blood work/ results pending	<input type="text"/>
Patients who completed prescribed course of treatment	<input type="text"/>

The numbers entered in this table are prepopulated by the Tracking Tool.

- **Question 3g.** ask for a report on several treatment outcomes.
- Please note that the number of patients who achieved SVR, the number of patients who did not achieve SVR and the number of patients whose SVR blood work results are pending/blood work not yet completed must equal the number of patients who completed the prescribed course of treatment during the reporting period.
- The table is pre-populated by the Tracking Tool.
- Once you have verified that the numbers in the table are correct, answer the next question.
- If the numbers are incorrect, click "Save" to save and exit and then click "Track" to go to the Tracking Tool. Create additional tracking tool entries as needed.

Have there been any exclusions/withdrawals in the reporting period?
 No Yes

← Previous Next → Save

- If there were exclusions or withdrawals from treatment during the reporting period, click "yes". If there were no exclusions or withdrawals, click "no".

3h. For patients who were excluded from treatment during the reporting period, report the primary reason for the exclusion.

Primary Reason	total # of patients
Informed refusal	<input type="text"/>
Did not qualify for drug coverage	<input type="text"/>
Pregnancy	<input type="text"/>
Social instability	<input type="text"/>
Medical instability	<input type="text"/>
Lost to follow-up	<input type="text"/>
Lack of OHP coverage	<input type="text"/>
Death	<input type="text"/>

3i. For patients who were withdrawn from treatment during the reporting period, report the primary reason for the withdrawal.

Primary Reason	total # of patients
Side effects	<input type="text"/>
Lost to follow-up	<input type="text"/>
Medical instability	<input type="text"/>
Death	<input type="text"/>
Psychiatric manifestation	<input type="text"/>
Psycho-social instability	<input type="text"/>

- If you clicked "no" in the previous question, you will not see this table.
- If you clicked yes, verify that the numbers in the table are correct. The table is pre-populated by the Tracking Tool.
- Once you have verified that the numbers in the table are correct, answer the next question.
- If the numbers are incorrect, click "Save" to save and exit and then click "Track" to go to the Tracking Tool. Create additional tracking tool entries as needed.

Recording Treatment Initiation in the Tracking Tool

OCHART Activity Tracking Tool for Hepatitis C Teams

This is not a PHIPA-secure tracking tool. Please ensure that any information entered in this tool is unlinked and anonymized

1. Activity Title

Test

Activity date
(mm/dd/yyyy) 2017-02-07

2. I want to record:

Activities with service users
 Education or community development activities
 Outreach activities (including outreach testing)
 On-site testing

- Begin by opening a new Tracking Tool entry (the first page of a new Tracking Tool entry is displayed above).
- Record an activity title that does not contain any service user-specific information. Enter the date the service user initiated treatment. Select "Activities with service users". You can only record treatment initiation information about one service user at a time. Open a separate Tracking Tool entry each time you record a service user's treatment initiation information.
- Click the "Next" button.

I want to record:

Service user demographics (to be recorded once after the first time a service user receives service at your site during the reporting period)
 Service sessions
 Treatment information (initiation, exclusion, withdrawal and outcomes)

- Select "Treatment initiation".
- Click "Next".

I want to record:

Treatment initiation
 Exclusions, withdrawals, or treatment outcomes

- Select "Treatment initiation" and click "Next".

1. Treatment initiation
You may need to consult patient's chart or other sources to make sure that the patient's treatment initiation has not been recorded already.

This patient initiated treatment during this reporting period and this information HAS NOT YET been recorded in this tool

2. Priority Populations
For a list of priority populations, please refer to the user guide.
The patient who initiated treatment during this reporting period is a member of one or more of the priority populations

3. The primary type of financial coverage for the patient who initiated treatment during this reporting period is:

Exceptional Access Program
 Patient pays for own treatment
 Compassionate coverage through a pharmaceutical company
 Trillium Drug Program funding
 Private insurance coverage
 Non-insured Health Benefit
 Clinical trial participant

4. Additional Financial Coverage

The patient who initiated treatment during this reporting period has more than one type of financial coverage for treatment.

5. The patient's virus genotype is:

Genotype 1
 Genotype 2
 Genotype 3
 Genotype 4
 Genotype 5

Click "Previous" to go to the previous page.

When you are done your entry, click "Submit". Once you submit your entry it cannot be changed or edited.

!: Tracking tool records can't be deleted. Please make sure that the information is correct before submitting.

- Ensure that treatment initiation for **that service user** has not yet been entered into the Tracking Tool. This may involve checking service user's chart or another record.
- Click the check box to confirm that the service user's treatment initiation has not been recorded in the Tracking Tool previously.
- If the service user identifies with one or more of the priority populations, click the second check box (Question 2).
- Indicate the primary type of financial coverage for the patient and indicate whether they have more than one type of financial coverage by clicking the check box (Question 4).
- Select the patient's virus genotype.

Recording Exclusions, Withdrawals or Treatment Outcomes in the Tracking Tool

OCHART Activity Tracking Tool for Hepatitis C Teams

This is not a PHIPA-secure tracking tool. Please ensure that any information entered in this tool is unlinked and anonymized.

1. Activity Title

Test

Activity date

(mm/dd/yyyy) 2017-02-07

2. I want to record:

- Activities with service users
 Education or community development activities
 Outreach activities (including outreach testing)
 On-site testing

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- Begin by opening a new Tracking Tool entry (the first page of a new Tracking Tool entry is displayed above).
- Record an activity title that does not contain any service user-specific information. Enter the date of the withdrawal, exclusion or treatment completion. Select "Activities with service users". You can only record treatment information about one service user at a time. Open a separate Tracking Tool entry each time you record a service user's treatment information.
- Click the "Next" button.

I want to record:

- Service user demographics (to be recorded once after the first time a service user receives service at your site during the reporting period)
 Service sessions
 Treatment information (initiation, exclusion, withdrawal and outcomes)

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- Select "Treatment information".
- Click "Next".

I want to record:

- Treatment initiation
 Exclusions, withdrawals, or treatment outcomes

◀ Previous Next ▶

- Select "Exclusions, withdrawals, or treatment outcomes".
- Click "Next".

The patient:

- Has been excluded from treatment
 Has 'spontaneously cleared'
 Is receiving ongoing clinical monitoring
 Has been withdrawn from treatment
 Has completed treatment

◀ Previous Next ▶

- Select "has been excluded from treatment".
- Click "Next".

The primary reason the patient was excluded from treatment was:

Informed deferral Social instability Lack of OHIP coverage
 Did not qualify for drug coverage Medical instability Death
 Pregnancy Lost to follow-up

NOTE: Tracking tool record can't be edited after it has been submitted.
Please make sure that the information you entered is correct

- Indicate the primary reason for exclusion.
- Click "Previous" to review your entry. When your review is complete, click "Submit".
- Please note that you cannot edit an entry once it has been submitted.

The patient:

Has been excluded from treatment Has 'spontaneously cleared' Is receiving ongoing clinical monitoring
 Has been withdrawn from treatment Has completed treatment

- To record a withdrawal from treatment, select "Has been withdrawn from treatment".

The primary reason the patient was withdrawn from treatment was:

Side effects Medical instability Psychiatric manifestation
 Lost to follow up Death Psycho-social instability

NOTE: Tracking tool record can't be edited after it has been submitted.
Please make sure that the information you entered is correct

- Indicate the primary reason the patient was withdrawn from treatment.
- Click "Previous" to review your entry. When your review is complete, click "Submit".
- Please note that you cannot edit an entry once it has been submitted.

The patient:

Has been excluded from treatment Has 'spontaneously cleared' Is receiving ongoing clinical monitoring
 Has been withdrawn from treatment Has completed treatment

- To record a treatment outcome, click "Has completed treatment".
- To record a patient who has spontaneously clear or is receiving ongoing clinical monitoring select one of these options from above, click "Next" and then click "Submit".

The patient:

achieved SVR did not achieve SVR has not completed SVR blood work/ results pending

NOTE: Tracking tool record can't be edited after it has been submitted.
Please make sure that the information you entered is correct

- Select the treatment outcome.
- Click "Previous" to review your entry. When your review is complete, click "Submit".
- Please note that you cannot edit an entry once it has been submitted.

Recording Spontaneously Cleared and Ongoing Clinical Monitoring in the Tracking Tool

OCHART Activity Tracking Tool for Hepatitis C Teams

This is not a PHIPA-secure tracking tool. Please ensure that any information entered in this tool is unlinked and anonymized.

1. Activity Title

Test

Activity date

(mm/dd/yyyy) 2017-02-07

2. I want to record:

- Activities with service users
 Education or community development activities
 Outreach activities (including outreach testing)
 On-site testing

- Begin by opening a new Tracking Tool entry (the first page of a new Tracking Tool entry is displayed above).
- Record an activity title that does not contain any service user-specific information. Enter the date when the the service user spontaneously cleared or began receiving ongoing clinical monitoring. Select "Activities with service users". You can only record treatment information about one service user at a time. Open a separate Tracking Tool entry each time you record a service user's treatment information.
- Click the "Next" button.

I want to record:

Service user demographics (to be recorded once after the first time a service user receives service at your site during the reporting period)
 Service sessions
 Treatment information (initiation, exclusion, withdrawal and outcomes)

- Select "Treatment information".
- Click "Next".

I want to record:

Treatment initiation
 Exclusions, withdrawals, or treatment outcomes

- Select "Exclusions, withdrawals, or treatment outcomes".
- Click "Next".

The patient:

Has been excluded from treatment
 Has 'spontaneously cleared'
 Is receiving ongoing clinical monitoring
 Has been withdrawn from treatment
 Has completed treatment

- To record a patient who has spontaneously cleared or is receiving ongoing clinical monitoring select one of these options from above and click "Next".
- Click "Previous" to review your entry. When your review is complete, click "Submit".
- Please note that you cannot edit an entry once it has been submitted.

Reporting Education, Outreach and Community Development Activities in OCHART, Q4. – Q4c(3).

4. Report the total number of brief and significant outreach contacts made during the reporting period by location.

Outreach location	Brief contacts	Significant contacts
Addiction program (residential and day programs)	<input type="text"/>	<input type="text"/>
ASO	<input type="text"/>	<input type="text"/>
Clinic/health centre	<input type="text"/>	<input type="text"/>
Correctional facility	<input type="text"/>	<input type="text"/>
Drop in centre	<input type="text"/>	<input type="text"/>
Food bank/soup kitchen	<input type="text"/>	<input type="text"/>
Motel/Hotel	<input type="text"/>	<input type="text"/>
Mobile service	<input type="text"/>	<input type="text"/>
Methadone maintenance clinic	<input type="text"/>	<input type="text"/>
Mental health service	<input type="text"/>	<input type="text"/>
Pharmacy	<input type="text"/>	<input type="text"/>
Shelter	<input type="text"/>	<input type="text"/>
Street outreach, incl. park, alley, etc.	<input type="text"/>	<input type="text"/>
Social gathering	<input type="text"/>	<input type="text"/>

The numbers entered in this table are prepopulated by the Tracking Tool.

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- Outreach contacts are divided into two categories: brief contacts and significant contacts.
- Question 4 presents the number of outreach contacts made in the past six months at each of the outreach locations listed. This question is pre-populated by the Tracking Tool. Please review the answers displayed in the table.
- Once you have verified that the data in the table is correct, click the "Next" button found on the bottom left hand corner of the page. This will save your answer and take you to the next question.

4b (1). Report the following information for all education presentations that occurred during the reporting period.

Primary Presentation Focus	Priority Population		Health care providers		Service Providers	
	# of participants	# of presentations	# of participants	# of presentations	# of participants	# of presentations
Hepatitis C treatment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Testing	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Co-infection	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Harm reduction/safer drug use	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Stigma and discrimination	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Living with HCV	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
STIs/Safer Sex	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Naloxone and overdose prevention	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The numbers entered in this table are prepopulated by the Tracking Tool.

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- Question 4b(1). summarizes the number of education presentations delivered in the past six months. It also asks you to report the number of participants at all presentations. This information is stratified by presentation focus and primary audience.
- 4b(1). is pre-populated by the Tracking Tool. Please review the answers displayed in the table.
- Once you have verified that the data in the table is correct, click the "Next" button found on the bottom left hand corner of the page. This will save your answer and take you to the next question.

4b (2). Report the number of **education presentations** that occurred during the reporting period by presentation lead and presentation focus.

Presentation Focus	# of presentations delivered by a peer	# of presentations delivered by a nurse	# of presentations delivered by an outreach worker	# of presentations delivered by a mental health counsellor	# of presentations delivered by a coordinator
Hepatitis C Treatment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Testing	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Co-infection	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Harm reduction/safer drug use	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Stigma and discrimination	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Living with HCV	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
STIs/safer sex	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Naloxone and overdose prevention	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The numbers entered in this table are prepopulated by the Tracking Tool.

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- Question 4b(2). provides information about the number of education presentations delivered in the past six months by presentation lead and presentation focus.
- 4b(2). is pre-populated by the Tracking Tool. Please review the answers displayed in the table.
- Once you have verified that the data in the table is correct, click the "Next" button found on the bottom left hand corner of the page. This will save your answer and take you to the next question.

4c (1). Report the number of **community development sessions** led by worker type and number of partners in attendance that occurred during the reporting period.

Worker Type	# of sessions	# of partners
Peer	<input type="text"/>	<input type="text"/>
Nurse	<input type="text"/>	<input type="text"/>
Outreach worker	<input type="text"/>	<input type="text"/>
Mental health counsellor	<input type="text"/>	<input type="text"/>
Coordinator	<input type="text"/>	<input type="text"/>

The numbers entered in this table are prepopulated by the Tracking Tool.

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- Question 4c(1). displays the number of community development sessions delivered in the past six months by number of sessions and number of partners.
- 4c(1). is pre-populated by the Tracking Tool. Please review the answers displayed in the table.
- Once you have verified that the data in the table is correct, click the "Next" button found on the bottom left hand corner of the page. This will save your answer and take you to the next question.

4c (2). Report the number of **consultations** led by worker type and number of partners in attendance that occurred during the reporting period.

Worker Type	# of sessions	# of partners
Peer	<input type="text"/>	<input type="text"/>
Nurse	<input type="text"/>	<input type="text"/>
Outreach worker	<input type="text"/>	<input type="text"/>
Mental health counsellor	<input type="text"/>	<input type="text"/>
Coordinator	<input type="text"/>	<input type="text"/>

The numbers entered in this table are prepopulated by the Tracking Tool.

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- Question 4c(2). Is showing the number of consultations sessions delivered in the past six months by number of sessions and number of partners.
- 4c(2). is pre-populated by the Tracking Tool. Please review the answers displayed in the table.

- Once you have verified that the data in the table is correct, click the "Next" button found on the bottom left hand corner of the page. This will save your answer and take you to the next question.

4c (3). Report the number of **one-on-one education sessions** led by worker type and number of participants in attendance that occurred during the reporting period.

Worker Type	# of sessions
Peer	<input type="text"/>
Nurse	<input type="text"/>
Outreach worker	<input type="text"/>
Mental health counsellor	<input type="text"/>
Coordinator	<input type="text"/>

The numbers entered in this table are prepopulated by the Tracking Tool.

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- Question 4c(3)**. presents the number of one-on-one sessions delivered in the past six months by number of sessions and number of partners.
- 4c(3). is pre-populated by the Tracking Tool. Please review the answers displayed in the table.
- Once you have verified that the data in the table is correct, click the "Next" button found on the bottom left hand corner of the page. This will save your answer and take you to the next question.

Recording Education and Community Development Activities in the Tracking Tool

OCHART Activity Tracking Tool for Hepatitis C Teams

This is not a PHIPA-secure tracking tool. Please ensure that any information entered in this tool is unlinked and anonymized.

1. Activity Title

Test

Activity date

(mm/dd/yyyy) 2017-02-07

2. I want to record:

- Activities with service users
 Education or community development activities
 Outreach activities (including outreach testing)
 On-site testing

- Begin by opening a new Tracking Tool entry (the first page of a new Tracking Tool entry is displayed above).
- Record an activity title that does not contain any service user-specific information. Enter date when the education or community development activity took place. Select "Education or community development activities". You can only record information about one education or community development activity at a time. Open a separate Tracking Tool entry each time you would like to record an education or community development activity.
- Click the "Next" button.

Activities with service users

- Education presentations/workshops
 Consultation
 One-on-one education

Activities with service providers

- Community development with service providers

- Select education presentations/workshops.
- Click "Next".

a. Record a lead who delivered this presentation/session

- Peer
 Nurse
 Outreach worker
 Mental health counsellor
 Coordinator

b. Record the main intended audience for this presentation

- Priority population
 Health care providers
 Service providers

c. Record the primary presentation focus

- Hepatitis C treatment
 Testing
 Co-infection
 Harm reduction/safer drug use
 Stigma & discrimination
 Living with HCV
 STIs/safer sex
 Naloxone and overdose prevention

d. Record the number of people/participants attended this presentation/session

Participant type

Patient/clients/service users
 Service providers

NOTE: Tracking tool record can't be edited after it has been submitted. Please make sure that the information you entered is correct.

- Select the presentation lead, primary intended audience and primary presentation focus.
- Record the participants who attended the session.
- Review your entry. When your review is complete, click "Submit".

- Please note that you cannot edit an entry once it has been submitted.

Activities with service users

Education presentations/workshops
 Consultation
 One-on-one education

Activities with service providers

Community development with service providers

- Select consultation.
- Click "Next".

a. Record a lead who delivered this presentation/session

Peer
 Nurse
 Outreach worker
 Mental health counsellor
 Coordinator

d. Record the number of people/participants attended this presentation/session

Participant type:

Patient/clients/service users	<input type="text"/>
Service providers	<input type="text"/>

NOTE: Tracking tool record can't be edited after it has been submitted. Please make sure that the information you entered is correct.

- Select the presentation lead and record the participants who attended the session.
- Review your entry. When your review is complete, click "Submit".
- Please note that you cannot edit an entry once it has been submitted.

Activities with service users

Education presentations/workshops
 Consultation
 One-on-one education

Activities with service providers

Community development with service providers

- Select consultation.
- Click "Next".

a. Record a lead who delivered this presentation/session

Peer
 Nurse
 Outreach worker
 Mental health counsellor
 Coordinator

NOTE: Tracking tool record can't be edited after it has been submitted. Please make sure that the information you entered is correct.

- Select the presentation lead.
- Review your entry. When your review is complete, click "Submit".
- Please note that you cannot edit an entry once it has been submitted.

Activities with service users

Education presentations/workshops
 Consultation
 One-on-one education

Activities with service providers

Community development with service providers

- Select community development with service providers.
- Click "Next".

a. Record a lead who delivered this presentation/session

Peer
 Nurse
 Outreach worker
 Mental health counsellor
 Coordinator

d. Record the number of people/participants attended this presentation/session

Participant type:

Patient/clients/service users	<input type="text"/>
Service providers	<input type="text"/>

NOTE: Tracking tool record can't be edited after it has been submitted.
Please make sure that the information you entered is correct

- Select the session lead and record the participants who attended the session.
- Review your entry. When your review is complete, click "Submit".
- Please note that you cannot edit an entry once it has been submitted.

Recording Outreach Contacts in the Tracking Tool

OCHART Activity Tracking Tool for Hepatitis C Teams

This is not a PHIPA-secure tracking tool. Please ensure that any information entered in this tool is unlinked and anonymized.

1. Activity Title

Test

Activity date

(mm/dd/yyyy) 2/1/2017

2. I want to record:

- Activities with service users
- Outreach activities (including outreach testing)
- Education or community development activities
- On-site testing

- Begin by opening a new Tracking Tool entry (the first page of a new Tracking Tool entry is displayed above).
- Record an activity title that does not contain any service user-specific information. Enter the date that the outreach took place. Select "Outreach activities". You can only record treatment information about one service user at a time. Open a separate Tracking Tool entry each time you record a service user's treatment information.
- Click the "Next" button.

I want to record:

Check all that apply. You can record services provided to MORE THAN ONE service user during several sessions in one tracking tool entry.

- Brief and significant outreach contacts
- Outreach testing (including ALL HCV and HIV tests that you OFFERED or ADMINISTERED)
- Outreach fibroscans/fibrotests

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- Select brief and significant outreach contacts.
- Click "Next".

Record the number of brief and significant outreach contacts by outreach location.

Significant outreach contact is a 2-way, in-person interaction between agency staff/volunteers and a member of the target population.

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

	# of brief outreach contacts	# of significant outreach contacts
Addiction program (residential and day programs)	<input type="text"/>	<input type="text"/>
ASO	<input type="text"/>	<input type="text"/>
Clinic/health centre	<input type="text"/>	<input type="text"/>
Correctional facility	<input type="text"/>	<input type="text"/>
Drop-in centre	<input type="text"/>	<input type="text"/>
Food bank/soup kitchen	<input type="text"/>	<input type="text"/>
Hotel/motel	<input type="text"/>	<input type="text"/>
Mobile service	<input type="text"/>	<input type="text"/>
Methadone maintenance clinic	<input type="text"/>	<input type="text"/>
Mental health service	<input type="text"/>	<input type="text"/>
Pharmacy	<input type="text"/>	<input type="text"/>
Shelter	<input type="text"/>	<input type="text"/>
Street outreach, incl. park, alley, etc.	<input type="text"/>	<input type="text"/>
Social gathering	<input type="text"/>	<input type="text"/>

NOTE: Tracking tool record can't be edited after it has been submitted. Please make sure that the information you entered is correct.

◀ Previous Submit

- Record the number of brief and significant contacts made by location.
- Review your entry. When your review is complete, click "Submit".
- Please note that you cannot edit an entry once it has been submitted.

Reporting Human Resources, Evaluation Methods and Shifts/Changes in Program Streams Q5. – Q7b.

5. Human Resources

Describe any human resource issues that your organization is currently experiencing or you anticipate in the coming reporting period. How do you plan to address these issues?
(Maximum 250 words, point form preferred, use a " to start each new pointline. Do not use a hyphen.)

6. Evaluation

6a. Check all methods of evaluation used during the reporting period.

Survey(s) Focus group(s) Verbal feedback from consumers
 Interview(s) Advisory committee(s) Statistical data (e.g., OCHART, OCASE)

6b. Check all respondents from whom evaluations were received during the reporting period.

Staff Volunteers Peers Service user Service provider

Previous Next Save

- In the space provided, describe any human resource issue your team is either experiencing or anticipates experiencing in the coming six months. Explain how you plan to address any issues mentioned, in an attempt to cause the least disruption to the team and/or service delivery.
 - Please use 250 words or less. Point form is the preferred format for this question.
 - Check all evaluation methods your team used during the past six months. Check all that apply.
 - Choose all the types of respondents that your team has solicited feedback from during this reporting period.
- Check all sources of evaluation feedback from the past six months.
- Click "Next".

7. Report any shifts or trends, including those based on evaluation feedback, and your agency's planned response for each of the four program streams listed below as they relate to this reporting period (if any, should be distinct from standard practice).
To enter the information press **insert**.

Program stream	Shift or trend	Agency planned response
Client services		<input type="button" value="insert"/>
Case management		<input type="button" value="insert"/>
Testing		<input type="button" value="insert"/>
Outreach		<input type="button" value="insert"/>

Previous Next Save

- To report any shifts or trends and your agency's planned response, click "Insert" beside the related program stream.

7. During this reporting period, have you identified any shifts or trends, including those based on evaluation feedback, for this program stream (if any, should be distinct from standard practice)?
(Maximum 250 words, point form preferred, use a " to start each new pointline. Do not use a hyphen.)

7b. How are you responding to these emerging trends and/or shifts?
(Maximum 250 words, point form preferred, use a " to start each new pointline. Do not use a hyphen.)

Cancel Add Save

- Answer each question in 250 words or less. Point format is the preferred format.
- Click "Add". Your answer is not complete until you click "Add".
- Repeat these steps until you have completed the question.
- Any program stream can be left blank.
- Click "Next".

Reporting Partially Completed or Incomplete Program Plan Activities in OCHART, Q8.

8. Please identify any activities from your current Program Plan that are not and/or partially completed. Please provide an explanation and action plan for each partial and/or not completed activity.

Objective	Funded activities not and/or partially completed	Explanation	Agency planned response	Edit	Delete
<input type="button" value="Insert"/>					

- To report any activities from your Program Plan are partially complete or incomplete, click "Insert".

Objective
 [Select One]

Funded activities not and/or partially completed
 (Maximum 250 words, point form preferred, use a * to start each new pointline. Do not use a hyphen.)

Explanation
 (Maximum 250 words, point form preferred, use a * to start each new pointline. Do not use a hyphen.)

Agency planned response
 (Maximum 250 words, point form preferred, use a * to start each new pointline. Do not use a hyphen.)

- Select an objective from the drop down menu. Answer the questions regarding one activity that was partially completed or incomplete. Click "Add".
- Repeat this process until you have reported all partial/incomplete activities.

GLOSSARY

Service Users/Clients

- For the purposes of this activity tracking report tool, **Service Users** and **Clients** are used interchangeably to identify people engaged with the HCV team. **Patients** are people who are accessing medical care from the HCV team.
- Report on service users who accessed service within the reporting period. A service user is someone who is registered with the team (they don't have to be 'rostered' to your organization, just 'registered' with the team). This could be an outreach client that is engaged with the team, a patient engaged in treatment, etc. A brief or significant encounter with an individual that is not subsequently registered as a result of that encounter can be captured in question 4.
- Please note that only service users who are captured in questions 1a – 1c (demographic questions) can be captured in 1d (Service sessions provided).

Population Groups

- **Patients** are people who are accessing medical care from the HCV Team.
- Please indicate whether the individual is a **patient is living with HCV**, is a **patient receiving post-cure care** or is a **person at risk of acquiring HCV**.
- **Patients living with HCV** are patients who tested positive for either antibody (and requires RNA testing to confirm their diagnosis) and/or RNA, identifies with the priority populations and falls into one of the following three categories: treatment has failed them, has not initiated treatment or treatment is not currently an option.
- **Patients receiving post-cure care** are patients who identify with the priority populations, have been cured of HCV and they continue to engage with the HCV Team for ongoing clinical monitoring/support.
- A person is considered **at-risk of acquiring HCV** if they are HCV-negative, identify with the priority populations and are engaging in activities that can lead to acquisition of HCV.

New/Existing

- A **new** service user is someone who is new to the program within the reporting period. They may have received multiple services throughout the six months; however, if they are new to the program within the six months, they should be counted as new for the current report.
- If a service user has been registered prior to the current report and continues to access services, they should be counted as **existing**. All existing service users will need to have their demographic information (1a-d) entered into OCHART once during each reporting period. It is important to ensure service users are not double counted.

Sex/Gender

- **Trans men** are persons assigned "female" at birth who identify as men
- **Trans women** are persons assigned "male" at birth who identify as women
- **Not listed** is defined as an individual that identifies with a gender that is not captured in the list provided. This should not capture those individuals that were not asked what gender they identify with or where

gender is unknown. Please ensure that the gender for each client remains consistent throughout all OCHART questions.

Reporting Period

The fiscal year is broken up into two **reporting periods**. H1 - April 1st to September 30th. H2 - October 1st – March 31st. The H1 report is due on October 30th and the H2 report is due on April 30th.

Age Ranges

Age ranges have been provided as people's exact ages are not always known, depending on the type and amount of engagement the service user has with the program. It is expected that teams should provide accurate ages as much as possible, but if the age range is not known, there is an 'unknown' box that can be chosen. Note, no more than 10% of your service users should have an unknown age range.

Ethnicity

- Ethnic categories align with current standardized epidemiological metrics. Only the **ethnicity** that the service user identifies with as their primary ethnicity should be indicated.
 - **Not listed** means the service user identifies with an ethnicity that is not listed in these ethnic categories.
- Unknown** is for individuals who do not know their ethnic background. Note, no more than 10% of your service users should have an unknown ethnicity.

Service Sessions

Question 1d – Service Sessions has been broken down into three sections (1d 1-3)- service sessions provided to **patients living with HCV, patients receiving post-cure care and people at-risk of acquiring HCV**. Each population group has a distinct list of service sessions to choose from.

Intake and assessment - Gathering demographic/medical/social/other information about the service user to help identify their needs. Intake and assessment procedures are specific to each HCV Team and may depend on program offerings and requirements.

Application completion - Includes the actual completion/submission of forms such as Trillium, Exceptional Access Program, health card, Ontario Disability Support Program, Ontario Works, etc.

Appointment accompaniment - Programs may offer clients the option of having an accompaniment to appointments to increase the client's comfort level with attending the appointment, which aims to also increase the likelihood that the client will follow through with the appointment.

Practical assistance – Includes financial assistance, food vouchers, food access, bus tickets, help with transportation (i.e. driving client), over-the-counter samples. This does not include the form/application process, as this activity is covered in 'Application Completion'.

Vaccinations - Hepatitis A, hepatitis B and annual influenza vaccines are recommended for HCV positive individuals. All vaccines are available free of charge through the local health unit. If your team provides the vaccination, please include it in OCHART as a service session. If your team refers patients to the health unit or another provider, please do not include as a service session.

Clinical counselling – counselling that pertains to HCV treatment, mental health, addictions and/or general overall health provided by a regulated health care provider (e.g. registered nurse, nurse practitioner, registered social worker, physician).

General support - A general support session does not involve treatment for a mental health issue (i.e. thought, cognition, mood, emotional regulation, perception or memory that may seriously impair the individual's judgment, insight, behaviour, communication or social functioning). Examples include financial/money management counselling or emotional support. Usually nonclinical counselling is practical and short-term.

Adherence counselling – specific counselling as it relates to the importance of strict adherence to HCV treatment and/or HIV treatment (in situations of co-infection).

Wellness check – This is a quick check-in over the telephone or an in-person visit (by a peer or staff person) to the client's home to reduce isolation and identify if further schedule support sessions are needed.

Ongoing clinical monitoring – clinical monitoring that will be carried out over time, at varying intervals. Continued monitoring to assess liver health, assess for hepatocellular carcinoma, management of extra-hepatic manifestations, etc.

Agency not Funded to Provide Onsite/Outreach Testing

All HCV Teams are funded to provide onsite and outreach testing. There are additional funded programs; that do not host an HCV Team, that report into OCHART. This question pertains to these agencies.

Onsite Testing

Onsite testing refers to testing that is conducted by the HCV within your agency's central or satellite locations.

Outreach Testing

For the purposes of this report, outreach is defined as work provided in locations where community members congregate or socialize. Outreach testing refers to testing that is conducted at partner agencies, during street-outreach, and community events.

Total Number of HCV Antibody Tests

This testing pertains to the screening test for HCV. Include all HCV antibody tests that are conducted by the HCV Team.

Total Number of HCV RNA Tests

This testing pertains to the diagnostic test for HCV. Only include HCV RNA tests for diagnosis (to confirm positive HCV antibody test) that are conducted by the HCV Team.

Total Number of HBV (Antibody/Antigen) Tests

This testing is all-encompassing as it relates to HBV. The panel of possible tests (e.g. anti-HBc, anti-HBs, HBsAg, IgG, IgM, HBV DNA) should be counted as one test per person tested per testing occurrence. Each individual marker should not be counted individually (regardless of the number of tests the panel includes).

Outreach Locations

For the purposes of this report, outreach is defined as work provided in locations where community members congregate or socialize.

Addiction program - Addiction Program includes providing outreach testing at residential addiction programs, day addiction treatment programs and/or withdrawal management centres. This option does not include methadone maintenance programs, as this is a separate option.

AIDS service organizations (ASO) - AIDS service organizations are community-based organizations that provide community support for people living with HIV/AIDS and at risk of acquiring HIV. While their primary function is to provide needed services to individuals with HIV, they also provide support services for service user's families and friends as well as conduct prevention efforts. These services may include family or individual counseling as well as HIV testing and referral resources. If your agency is an ASO, you cannot choose this as an outreach location. This testing should be reported as onsite testing.

Clinic/health centre - Clinic/Health Centre includes any community partners that are clinics (excluding methadone clinics and your agency's satellite clinics)/health centres that your agency is not affiliated with. Please only select this option if the outreach setting is another health service provider that is a clinic/health centre. If the clinic/health centre is one of your organization's satellite clinics, please capture this testing as 'onsite' testing.

Correctional facility - For the purposes of this report, "in-reach" refers to providing outreach-type of services within correctional facilities such as (but not limited to) offering support, testing, information and individual advocacy.

Drop in centre - Some examples of drop in centres/programs may include community programs, church programs and John Howard Society breakfasts.

Food bank/soup kitchen –

Food programs, food banks, soup kitchens are all examples of this outreach location.

Hotel/motel – For the purpose of this report, hotel/motel is defined as where service users live or are staying for an extended period of time (long enough to be able to obtain the results of blood work) or where work is being conducted (e.g. people involved in sex work).

Mobile service – Testing conducted on the agency's mobile outreach van or a partner agency's mobile unit.

Methadone maintenance Clinics - Methadone clinics may be privately funded (i.e. Ontario Addiction Treatment Centres), through hospital-based/outpatient clinics and/or community based programs. Methadone maintenance clinics are also known as opioid substitution therapy clinics/programs.

Mental health service - Organizations such as the Canadian Mental Health Association (CMHA) and community mental health programs (e.g. residential, out-patient and drop in programs) are all examples of mental health services.

Pharmacy - This outreach location specifically speaks to community pharmacies. In-hospital pharmacies may not be conducive to offering outreach activities.

Shelters - Homeless shelters may include emergency, day, youth and family shelters which may be regionally or privately operated or operated by charities such as the Salvation Army.

Street outreach - This type of 'on-foot' outreach testing differs from 'mobile services' as it brings team members into more remote locations such as parks and alleys as well as walking the streets to meet and engage with at-risk clients.

Social gatherings - Examples of offering outreach at 'social gatherings' might be community picnics, parties, World Hepatitis Day events, etc.

Agency Not Funded to Provide Treatment to Clients

All HCV Teams are funded to provide HCV treatment. There are additional funded programs; that do not host an HCV Team, that report into OCHART. This question pertains to these agencies.

Fibroscan/Fibrotest

Please include all fibroscan/fibrotest scores, **for patients your team is/will be treating**, that have either been obtained by your clinical team or via a partner provider/organization – onsite at your clinic, a satellite clinic or offsite.

Patients who were Identified as Spontaneously Cleared

Spontaneously cleared is defined as people who have cleared the virus without treatment. These patients were worked up by the team and have been found to be HCV antibody positive, but RNA negative.

Patients who Received Ongoing Clinical Monitoring

See 'Ongoing clinical monitoring'

Priority Populations

Rooted in treatment, the teams were set up utilizing a multidisciplinary approach, to provide access to specialized care for people who have barriers to accessing traditional forms of healthcare including:

- People who use drugs
- People involved with the correctional system
- People who are homeless or under-housed
- Indigenous Peoples
- Street-involved Youth¹
- People with tattoos and/or piercings acquired in unregulated premises

Mixed Genotypes

In the event of mixed genotypes, enter the genotype that will guide treatment.

Patients who Achieved a Sustained Virologic Response (SVR)

A patient who achieves an SVR upon completion of treatment is considered cured of their HCV. SVR blood work is conducted at the three-month-post-treatment mark.

Patients who Did Not Achieve an SVR

A result that indicates that course of the treatment failed, and the patient continues to have HCV.

Patients who Have Not Completed SVR Blood Work/Results Pending

Patients who have yet to complete their SVR blood work due to the inability/unwillingness to come back to the clinic for the SVR blood work or the SVR blood work has been completed and the results are pending at the time of report submission.

Patients who Completed the Prescribed Course of Treatment

Patients who have completed the prescribed course of treatment and are within the end of treatment to SVR blood work timeframe.

Exclusion

A patient is considered excluded from treatment when there are factors that prevent them from initiating treatment as follows:

Informed deferral - The patient, in consultation with the multidisciplinary team, has made the decision to defer treatment until newer treatment options are available.

Did not qualify for drug coverage - Client does not meet the criteria for Ontario Drug Benefit coverage or Exceptional Access Program (re-treatment) therefore cannot access this mechanism for drug coverage. Client

¹ Defined as youth aged 15 to 24 who have no permanent home and spend significant time on the street.

is also unable to access compassionate drug coverage through the pharmaceutical company's program, and/or does not have access to private drug coverage.

Pregnancy - Female client is pregnant or anticipates getting pregnant or male client's female partner anticipates getting pregnant – where pregnancy is contraindicated in treatment of women; and men who may impregnate a woman - during treatment and up to six months after treatment.

Social instability - Client's social situation is too unstable to initiate treatment at this time (i.e. client is currently homeless and living on the streets without access to shelter; unwilling to engage with team supports, etc.)

Medical instability - Client's medical status is too unstable to initiate treatment at this time (i.e. multiple acute co-morbidities).

Lost to follow up - Client engaged with the program for a period of time, but has recently fallen out of touch with the Team. Team members unable to locate or contact client despite numerous attempts through various means (i.e. At one time, client engaged Team in groups, attended appointments and was accessible via cell phone. Client has not attended a group in some time, has missed numerous scheduled appointments, is not accessible through word-of-mouth with peers and does not answer phone/return messages).

Lack of Ontario Health Insurance Plan (OHIP) Coverage - The patient does not have a valid Ontario health care due to loss of identification, new to the province, provincial correctional inmate, etc.

Death - Client died while in the 'pre-treatment' phase, either as a direct result of complications attributable or unrelated to hepatitis C.

Withdrawn

A patient is considered withdrawn from treatment if they initiated treatment and have been deemed too unstable to continue treatment to completion or treatment has failed them (according to the recommended treatment milestones).

Side effects – Adverse physical manifestations resulting from HCV treatment that are too severe to continue prescribed course of treatment.

Lost to follow up - Patient engaged in treatment for a period of time, but has fallen out of touch with the Team. Team members are unable to locate or contact client despite numerous attempts through various means.

Medical Instability – Patient's medical status became compromised over the course of treatment and was too unstable to safely continue treatment to completion.

Death - Patient died while on treatment, either as a direct result of complications attributable to treatment/hepatitis C or unrelated to treatment/hepatitis C.

Psychiatric manifestation - Patient experienced major psychiatric side effects from treatment (or not attributable to treatment) during receiving the course of therapy and these psychiatric manifestations were too severe to safely continue treatment.

Psycho-social instability – Patient initiated treatment but psycho-social factor(s) have created barriers to completing treatment. Examples may include loss of housing, instability of mental health and/or addictions issues, etc.

Did not achieve treatment milestones – Discontinuation of treatment due to of lack of efficacy (as it relates to the recommended treatment milestones).

Brief Outreach Contact

Refers to contacts at large public events, such as World Hepatitis Day, where contacts tend to be limited to handing out pamphlets, harm reduction materials, etc.

Significant Outreach Contact

Refers to two-way, in-person interactions between HCV Team staff/peers and a member of the priority population.

Outreach Location

See 'Outreach Location' on page 4

Education Presentations

Education presentations consist of education that is being provided to service users. Continuing medical education, professional development opportunities, HepCNET sessions, etc. should not be included in this section.

Primary presentation focus - Please include the presentation focus that best aligns with the content presented.

Priority population - Please see "Priority Populations"

Health care providers - refers to an audience type that provides health care services such as physicians, nurses, nurse practitioners, social workers.

Service providers - refers to an audience type that provides non-health care services such as ASO, shelter, Ontario Works, Ontario Disability Support Program, John Howard Society staff.

Number of participants - List the number of participants to the best of your ability. We do not require exact numbers if the presentation is at a conference, grand rounds or other large event where the actual amount of participants is difficult to ascertain or unknown.

Number of presentations - Add the number of presentations with the same audience type, presentation focus. If any of the data differs, you need to add them as separate presentations). This is a free-text box that will be added as a table below once the 'insert' button is clicked.

Presentation focus – List only the presentations that were provided for general education. Do not include any training sessions within this section (i.e. naloxone training sessions should not be included in this section. The Ontario Naloxone Program has its own reporting requirements, separate from the HCV Teams OCHART report where this information should be captured).

Presentation lead – List the number of presentations each team member provided. Not all team members must provide educational presentations.

Community development session – is a complex process (tailored to local context) that seeks to improve the lives of community members by building opportunities to enhance the capacity of service providers, community stakeholder agencies, businesses and government. Community development works with organizations (e.g. service providers, professionals, practitioners) rather than with individuals (e.g. service users, patients) and is separate from direct service delivery. The focus is to improve the responsiveness, accessibility and ultimately the impact of community services.

Consultation – is when a worker spends time with staff from one or more agencies for the purpose of assisting them to change practices, policies or approaches to better serve priority populations.

One-to-one education session – refers to responses to individual requests for information when people phone, text, email or drop into your agency.

Shifts and Trends

- Report any shifts or changes in demand; specific to each program stream including services that are being requested that are currently not offered.
- Responding to Emerging Trends by program streams - Discuss how the team will adapt/respond to these trends within each program stream and what enhancements might be made or impacts to programming as a result of your response to these emerging trends.

Activities that are Partially and/or Incomplete

- Provide an explanation and action plan for each activity that is identified as partially and/or incomplete.

Objective

- Choose from the drop down choices the objective in which the partially/incomplete activity falls under in your approved Program Plan.
- The choice must correspond with the Program Plan.

Funding Activities and Corresponding Targets Partially and/or Incomplete

- Free text box to include the actual wording from the appropriate activity and target from your approved Program Plan that is partially and/or incomplete.
- This text cannot differ from what is listed within your approved Program Plan.

Explanation

- Free text box to include a brief explanation as to why the activity/target is partially and/or incomplete, as projected in the approved Program Plan.

Agency's Planned Response

- Free text box to include the agency's planned response to ensure the activity is completed/target is met within the next six months or why the activity will not be able to be completed/target achieved, as anticipated.
- Entries are not required under each objective, only those that are indicated.