



## Commonly Asked Questions for Tracking & Reporting Harm Reduction-Related Activities in OCHART

### Q. Where do I report my outreach contacts with people who use drugs? (i.e., distribution of harm reduction supplies)

For harm reduction outreach workers (funded through AIDS Bureau Funding Program)

This is tracked using the Ontario Harm Reduction Database (NEO) system. Record your client interaction (unique client code, gender, services delivered, supplies distributed, location, etc.) at the end of the reporting period, run the 'Harm Reduction Outreach Program' for the H1 or H2 reporting period and enter that data into OCHART.

**Do not** record these contacts using the OCHART Education, Outreach and Community Development (EOCD) Tracking Tool. To delete incorrect entries, find the entry, click the arrow beside the entry title and select "delete". Click the delete button.

For hepatitis C outreach workers (funded through Hepatitis C Funding Program)

Step 1: The client interaction is tracked using the Ontario Harm Reduction Database (NEO) system. Record your client interaction (unique client code, gender, services delivered, supplies distributed, location, etc.) at the end of the reporting period, run the 'Harm Reduction Outreach Program' for the H1 or H2 reporting period and enter that data into OCHART.

Step 2: Record the outreach contacts using the hepatitis C Outreach Activities Tracking Tool as:

Outreach Activities

- ↳ Brief and significant outreach contacts
- ↳ Number of contacts by outreach location

### Q. Where do I track an education presentation to people who use drugs?

For harm reduction outreach workers (funded through the AIDS Bureau funding program)

This is tracked using the OCHART Education, Outreach and Community Development (EOCD) Tracking Tool. It is recorded as:

Activities with service users

- ↳ Education presentation/workshops
  - ↳ Priority population = People who use drugs
  - ↳ Main goal = Promote sexual health & prevent new HIV, STI & hepatitis C infections

And complete the rest of the relevant information: activity type, number of participants, etc.

## **Q. Where do I track community development meetings related to harm reduction (e.g., drug strategy meetings, etc.)?**

For harm reduction outreach workers (funded through the AIDS Bureau funding program)

This is tracked using the OCHART Education, Outreach and Community Development (EOCD) Tracking Tool. It is recorded as:

Activities with service users

- ↳ Community development with service providers
  - ↳ Priority population = People who use drugs
    - ↳ Main goal = Ensure the quality, consistency and effectiveness of all provincially funded HIV programs and services

And complete the rest of the relevant information: activity type, number of participants, etc.

## **Q. Where do I track education presentations to service providers that work with people who use drugs?**

For harm reduction outreach workers (funded through the AIDS Bureau funding program)

This is tracked using the OCHART Education, Outreach and Community Development (EOCD) Tracking Tool. It is recorded as:

Activities with service providers

- ↳ Education activities with service providers
  - ↳ Priority population = People who use drugs
    - ↳ Main goal = Promote sexual health & prevent new HIV, STI & hepatitis C infections

And complete the rest of the relevant information: activity type, number of participants, etc.

## **Q. Where do I report training people to administer naloxone?**

This is not reported in OCHART.

It should be reported only in the Ontario Naloxone Program (ONP) Quarterly Report (e.g., # of individuals trained to administer naloxone).

This data can also be recorded in the naloxone module of the Ontario Harm Reduction Database that uses the NEO platform.

## **Q. Where do I report training our organization's staff to administer naloxone?**

This is not reported in OCHART nor in the Ontario Naloxone Program (ONP) Quarterly Report.

This staff training (i.e., professional development for staff) can be documented in Section 12 about key trainings your staff attended.

## **Q. Where do I report education presentations about naloxone to community members who may or may not use drugs? (naloxone kits are not distributed)**

For harm reduction outreach workers (funded through the AIDS Bureau funding program)

This is tracked using the OCHART Education, Outreach and Community Development (EOCD) Tracking Tool. It is recorded as:

Activities with service users

- ↳ Education presentations
  - ↳ Priority population = People who use drugs
    - ↳ Main goal = Promote sexual health & prevent new HIV, STI & hepatitis C infections

And complete the rest of the relevant information about number of participants, etc.

For hepatitis C outreach workers (funded through Hepatitis C Funding Program)

This is tracked using the OCHART hepatitis C Education and Community Development Tracking Tool. It is recorded as:

Activities with services users

- ↳ Education presentations/workshops
  - ↳ Lead who delivered this presentation/session = Peer or Nurse or Outreach Worker or Mental Health Counsellor or Coordinator
    - ↳ Main intended audience = Priority population
      - ↳ Primary presentation focus = Naloxone and overdose prevention
        - ↳ Number of people/participants that attended this presentation/session

For the ONP Quarterly Report

This is not reported in the ONP Quarterly Report.

**Q. Where do I report education presentations about naloxone to service providers?  
[naloxone kits are not distributed]**

For harm reduction outreach workers (funded through the AIDS Bureau funding program)

This is tracked using the OCHART Education, Outreach and Community Development (EOCD) Tracking Tool. It is recorded as:

Activities with service providers

- ↳ Education activities for service provider
  - ↳ Priority population = People who use drugs
    - ↳ Main goal = Promote sexual health & prevent new HIV, STI & hepatitis C infections

And complete the rest of the relevant information: activity type, number of participants, etc.

For hepatitis C outreach workers (funded through Hepatitis C Funding Program)

This is tracked using the OCHART hepatitis C Education and Community Development Tracking Tool. It is recorded as:

Activities with services users

- ↳ Education presentations/workshops
  - ↳ Record a lead who delivered this presentation/session = Peer or Nurse or Outreach Worker or Mental Health Counsellor or Coordinator
    - ↳ Main intended audience = Health care providers or Service providers
      - ↳ Primary presentation focus = Naloxone and overdose prevention
        - ↳ Number of people/participants who attended this presentation/session

For the ONP Quarterly Report

This is not reported in the ONP Quarterly Report.

**Q. Where do I report education presentations about naloxone to community members (who may or may not use drugs) or service providers AND naloxone kits are distributed?**

This is not reported in OCHART.

It should be reported only in the Ontario Naloxone Program (ONP) Quarterly Report (e.g., # of individuals trained to administer naloxone)

This data can be recorded in the naloxone module of the Ontario Harm Reduction Database that uses the NEO platform, when it becomes available to your organization.

**Q. Where do I report the distribution of harm reduction supplies at the local Consumption and Treatment Service (CTS)?**

This is not reported in OCHART. Harm reduction outreach workers **should not** be distributing harm reduction supplies at their local CTS. CTS are funded by the ministry to distribute harm reduction supplies to their clients.

Harm reduction outreach workers should refer and connect their clients to the local CTS when appropriate.

**Q. Where do I report HIV and hepatitis C testing at the local Consumption and Treatment Service (CTS)?**

For hepatitis C teams (funded through Hepatitis C Funding Program) – CTS located at your organization

This is reported as onsite testing.

For hepatitis C teams (funded through Hepatitis C Funding Program) – CTS located at another location in your community

This is reported as outreach testing. Location = Consumption Treatment Services

**Q. Where do I report attending OHRN meetings, webinars, and the Annual Symposium?**

For harm reduction and hepatitis C outreach workers (funded through both AIDS Bureau and Hepatitis C Funding Programs)

This is not reported in OCHART. This is part of the responsibilities of the role and is outlined in your annual program plan of activities and ministry funding expectations.