

OCAN Training Checklist

The **OCAN Training Checklist** has been developed by the OCAN Community of Interest Working Group. The checklist can be used as a resource to support organizations in sustaining quality OCAN training and OCAN use in service delivery and planning. This checklist can be used electronically to access materials, and then printed off to manually track which actions or steps have been taken. Please note that some links below will prompt you to sign in, please click cancel and proceed to the document.

Guidelines for Embedding Training Practices

- Have a process for training new staff (e.g. offer training bi-monthly or quarterly)
- Provide complete OCAN training for new staff
- Identify an OCAN trainer and back-up trainer responsible for planning and delivering training
- Provide OCAN support to new staff (e.g. trainer, team mentor or supervisor review first few OCANs completed by staff)
- Have a process for offering regular refresher training for all staff (e.g. offer refresher training quarterly with the expectation that all staff attend every 2 years)
- Embed “On The Job” training activities to ensure quality OCANs (e.g. team review of existing client’s OCAN and discuss ratings)
- Ensure there is a clear process for staff to go to OCAN trainers and/or mentors with questions
- Develop system to track training for all staff and trainers (example [Attendance Sheet](#))

Complete Tool Training - Resources

Information for Consumers

- [Brochure about OCAN](#)
- [Consumer Self-Assessment](#)
- [eLearning Self Assessment Instructions](#)

Consent Management Resources

- [Consent Management Guide](#)
- [Support OCAN Consent Practices](#) (under **OCAN Data Quality Webinar Materials**)

OCAN Assessments Forms

- [Core OCAN](#)
- [Core & Self OCAN](#)
- [Full OCAN](#)

OCAN Data Elements and Definitions

- [OCAN Data Elements 2.0](#) (under **OCAN 2.0 Software Requirements**)
- [OCAN Data Dictionary/User Reference Guide](#)
Tip: Press “CTRL” “ F” to search for the term you want to look up
- [OCAN Domain Intent and Need/Help Examples](#) (under **Tab 3b_Full_User Binder**)

****Training materials are divided into Core, Core + Self and Full. The training is a progression, therefore please use the materials in the following way depending on the type of OCAN you complete:***

Full OCAN = Core, Core + Self and Full Training Materials

Core + Self = Core, Core + Self Training Materials (*only recommended for Peer/Self Help Programs)

Core = Core Training Materials

Core OCAN (To be used for all types of OCANs)

- [Core OCAN Training Power Point \(PPT\)](#) (under **OCAN Training Presentations**)
- User Training Materials** (for staff completing assessments)
Core [User Manual](#) (includes Introduction to OCAN and Core OCAN Activities)
- Trainer Materials** (for OCAN trainers)
[Core OCAN Training Power Point with Speaker Notes](#)
[Activities](#) (instructions and answer keys)

Core + Self OCAN (To be used when doing Core plus Self OCAN and Full OCAN)

- [OCAN Core+Self Training PPT](#) (under **OCAN Training Presentations**)
- User Training Materials** (for staff completing assessments)
Review resources above under “**Information for Consumers**”
[Introducing OCAN Script](#)
[Core + Self User Manual](#) (includes overview, components and tips)
[Case Study Activity](#) (role play an assessment conversation)
- Trainer Materials** (for OCAN trainers)
[Core + Self Power Point with Speaker Notes](#)
[Activities](#) (instructions and answer keys)

Full OCAN

- [Full OCAN Training PPT](#) (under **OCAN Training Presentations**)
- User Training Materials** (for staff completing assessments)
[Full User Manual](#) (includes overview, components and tips)
[Full User Activities](#)
[2 Page Reference](#)
- Trainer Materials** (for OCAN trainers)
[Full OCAN Power Point with Speaker Notes](#)
[Activities](#) (instructions and answer keys)

Additional Resources

- [Using OCAN in Context of the Service](#)
- [Reflective Practice](#)
- [Aboriginal Training Materials](#)
- eLearning:**
[OCAN Overview](#)
- Videos:** (under “**Videos**”)
Consumer Perspective
Service Provider Perspective
Dr. Mike Slade – Camberwell

****If modifying training, ensure that all aspects of the tool are covered and hands on activities are used so staff are equipped to complete consistent, high quality OCAN in compliance with standards.***

OCAN Refresher Training

Core OCAN Refresher Training

- [Core Refresher Training Activities](#)

Core + Self OCAN Refresher Training

- [Core + Self Refresher Activities](#)

Full OCAN Refresher Training

- [Full Refresher Training Activities](#)
- eLearning
[OCAN Refresher](#)

Maintaining OCAN Quality and Using OCAN for Quality Improvement

- Review materials below, identify the pieces you would like to use and incorporate them into your training and quality improvement processes
- [OCAN Quality Toolkit](#)
 - *Strategies used to ensure that the information going into OCAN is of good quality*
 - *How organizations are using OCAN to inform service planning and demonstrate their quality*
 - *Provides worksheets to help you develop and implement your own strategies*
- [OCAN Quality Webinars](#) (under **OCAN Data Quality Webinar Materials**)
 - *Presentations on a number of topics including recovery oriented use of OCAN and OCAN reports*

OCAN Reports

- Review materials on reports, identify the pieces you would like to use and incorporate them into your training and quality improvement processes
- [Software Generated Client and Staff Workload Reports](#) (under **Tab 6 Full User Binder Reports**)
[Reports Software Specifications](#)
- OCAN IAR Aggregate Reports**
[Reports Manual](#)
[OCAN Standardized Report Materials](#)
[OCAN Quality Webinars](#) (2 slide decks on Reports)

Using OCAN to Support Organization's Practices

Process for incorporating OCAN

- Periodically gather and respond to feedback from your client population on the use of OCAN
- Use of OCAN Summary of Actions to inform client recovery plans
- Use OCAN content to structure team meetings/client reviews
- Use of Aggregate Reports to support quality improvement: eg. focus services on high unmet needs
- Use of Standardized Client Reports. E.g. Needs Over Time report for individual client
- Incorporate OCAN information into quality improvement initiatives, accreditation, etc.
- Using OCAN to inform transitional planning
- Managers to review OCANs during supervision sessions
- Allocate time for mentors or managers to discuss OCAN topics with staff