

Setting Up Workshops Properly in nFORM 2.0

Workshops are the centerpiece of healthy marriage and responsible fatherhood (HMRF) services. Setting them up correctly in nFORM 2.0 is critical for accurately tracking services and reporting quarterly data to the Administration for Children and Families (ACF). This brief defines key terms for workshops and describes how to add and manage workshops in nFORM 2.0.

Overview

Users create and manage group-based services on nFORM's Workshops tab. In keeping with how grantees structure their programs, nFORM follows a hierarchy of workshops, session series, and session occurrences.

Workshop [Curriculum]

A workshop is a set of group-based classes offered by the grantee that are typically based on curricula (for example, a workshop for fathers in the community and a workshop for reentering fathers). All grantees must offer primary workshops and grantees may or may not offer optional workshops (both explained in more detail below).

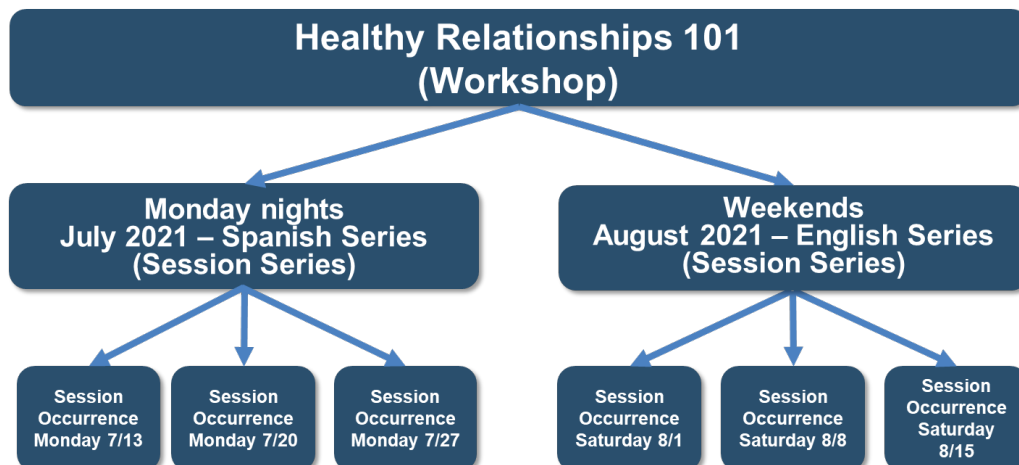
Session Series [Set of Classes]

A session series is an offering of that workshop to a new cohort or group of clients. Grantees may offer the same workshop in multiple session series such as a daytime session series, an evening session series, and a weekend session series to accommodate different client schedules. Grantees offering the same workshop but in different languages should set up separate series for the two offerings, for example, setting up a Spanish-language series and an English-language series.

Session Occurrences [Individual Classes]

Session occurrences are the individual classes within a session series; for example, a weekend session series of a given workshop may occur on 10 consecutive Saturdays beginning in June.

Example



Contact the nFORM help desk at nform2helpdesk@mathematica-mpr.com with any questions. We are happy to help!

Key Terms

Primary workshop	A curriculum-based workshop that all clients are expected to attend and ultimately complete. A project's primary workshop(s) must (collectively, in the case of multiple workshops) address all HMRF grant requirements and outcomes.
Optional workshop	A workshop that clients can attend but are not expected to as part of the grantee's essential group-based services.
Service population	The populations served by each HMRF grant type: FRAMEWorks (Adult Couples and/or Adult Individuals), Fatherhood FIRE (Community Fathers, Community Couples, and/or Reentering Fathers), and READY4Life (Youth).
Primary workshop hours target	The total number of hours of primary workshops that all clients in a given population served by the grantee are expected to attend.
Cohort-based enrollment	When clients begin services at the same time as a group and progress through the services together.
Open enrollment	When clients can begin services at whatever time they enroll in the program.
Single curriculum workshop	A workshop that uses one curriculum. Two primary curricula that are not linked or blended should be entered into nFORM as separate single curriculum workshops.
Linked curricula workshop	A workshop that uses two or more curricula that are offered sequentially or in separate blocks of time within the workshop.
Blended curricula workshop	A workshop that uses two or more curricula or curricula components that are integrated in such a way as they cannot be disentangled or separated.

Tips for Establishing Workshop Length and Duration in nFORM



Grantees must establish primary workshops in nFORM which mirror their applications (or, in very rare cases, as approved by OFA), including the number of hours for each primary workshop. (The Funding Opportunity Announcement (FOAs) set minimum hours for primary workshops based on grant type: 24 hours for Fatherhood FIRE programs, 12 hours for FRAMEWorks programs, and 12 hours for READY4Life programs.)



The FOAs required that workshops be delivered in multiple sessions over two weeks or more (unless strong justification is provided to and approved by OFA). Grantees should discuss their workshop structure with their Family Assistance Program Specialist (FPS) to ensure that workshops set up in nFORM 2.0 align with FPS specifications.



In their applications, grantees set targets for client participation in at least one workshop session occurrence and at least 50 percent, 90 percent, and 100 percent of the grantee's minimum primary workshop hours. While 100 percent participation is ideal, ACF recognizes that some clients will miss an occasional session and will not be able to make-up the missed session. Therefore, 90 percent participation may be a more realistic target for many clients. Please note that it will be difficult for clients to achieve the 90 percent target when session series have fewer than 10 sessions. Please contact your FPS if you have any concerns.

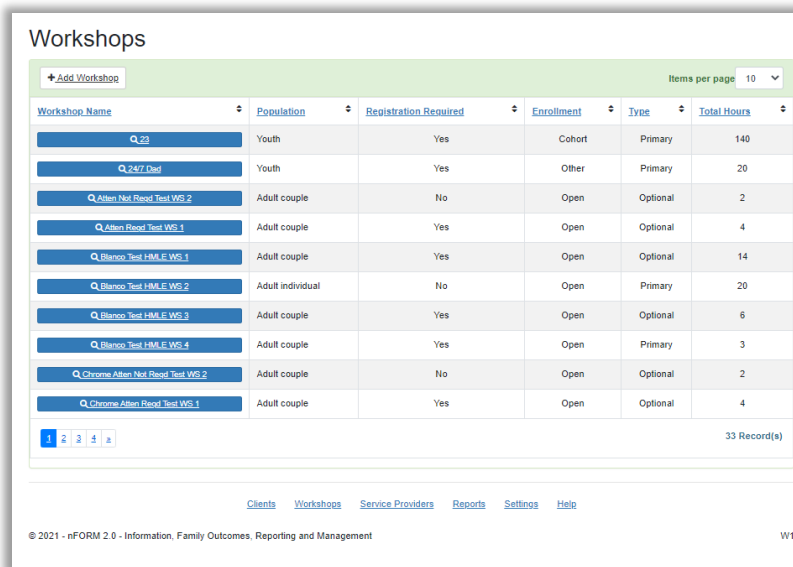


Grantees should set up workshops in nFORM that match the workshops entered in the Clarifying Workshop Offerings Initiative in FastTRAC. See Module VI of the nFORM 2.0 User Manual for more information about workshops and how to set up and manage workshops, session series, and session occurrences in nFORM 2.0. Not sure how to set up workshops to reflect your programming? Contact the nFORM 2.0 help desk team for assistance. It is really important to set up workshops correctly!

How to Add Workshops

Workshops must be created before session series can be scheduled. Only users who are site administrators can add and edit workshops.

- 1 Add a new workshop by selecting the +Add Workshop button on the Workshops screen (W1). This opens the Add/Edit Workshop screen (W2).
- 2 On the Add/Edit Workshop screen (W2), follow the prompts to enter the required information.
- 3 Select Save to add the new workshop to nFORM.



Workshops

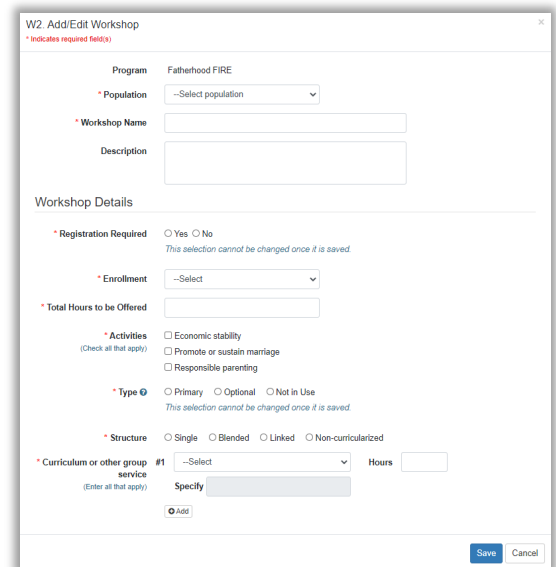
+ Add Workshop Items per page 10

Workshop Name	Population	Registration Required	Enrollment	Type	Total Hours
Q 23	Youth	Yes	Cohort	Primary	140
Q 24/7 Dad	Youth	Yes	Other	Primary	20
Q Altan Next Read Test WS 2	Adult couple	No	Open	Optional	2
Q Altan Read Test WS 1	Adult couple	Yes	Open	Optional	4
Q Blanco Test HMLE WS 1	Adult couple	Yes	Open	Optional	14
Q Blanco Test HMLE WS 2	Adult individual	No	Open	Primary	20
Q Blanco Test HMLE WS 3	Adult couple	Yes	Open	Optional	6
Q Blanco Test HMLE WS 4	Adult couple	Yes	Open	Primary	3
Q Chrome Altan Next Read Test WS 2	Adult couple	No	Open	Optional	2
Q Chrome Altan Read Test WS 1	Adult couple	Yes	Open	Optional	4

1 2 3 4 5 33 Record(s)

[Clients](#) [Workshops](#) [Service Providers](#) [Reports](#) [Settings](#) [Help](#)

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W2 Add/Edit Workshop

* Indicates required fields

Program: Fatherhood FIRE

* Population: --Select population

* Workshop Name:

Description:

Workshop Details

* Registration Required: Yes No
This selection cannot be changed once it is saved

* Enrollment: --Select

* Total Hours to be Offered:

* Activities (Check all that apply):
 Economic stability
 Promote or sustain marriage
 Responsible parenting

* Type: Primary Optional Not in Use
This selection cannot be changed once it is saved

* Structure: Single Blended Linked Non-curricularized

* Curriculum or other group service #1: --Select Hours:
(Enter all that apply)

Specify:

Tips for Adding Workshops



Following the Workshop → Session Series → Session Occurrence hierarchy in nFORM 2.0 is important for accurate reporting of client participation in workshops.



Select Yes for Registration Required if clients must be registered before attending the workshop. Advance registration can make recording attendance easier in nFORM. But requiring registration does not exclude clients from dropping into a workshop. Note that the workshop's Registration Required field *cannot* be changed after it is saved.



Grantees can use nFORM's data tools and reports—including the query tool, operational reports, and data export—to analyze workshop participation by specific workshops and session series.



If a workshop has been created in error, site administrators can delete the workshop by selecting the Delete Workshop button on the lower left corner of the Add/Edit Workshop screen (W2) after this screen has been enabled for editing. Workshops should not be deleted for any reason other than being created in error because deleting a workshop will remove all session series created for it and ALL recorded attendance by clients.

How to Add Session Series

Once a workshop is created, staff must add session series for each offering of the workshop. The session series is the entire set of classes in which the workshop is provided. All site administrators, case managers, and general users with session series management permission can add and edit session series.

- 1 Click the +Add Session Series button on the Session Series page (W4) to open the Add/Edit Session Series screen (W5).
- 2 At the top of the screen, select the workshop for which a session series will be added. The registration requirements, total hours to be offered, and workshop details will automatically fill in for the selected workshop.
- 3 Complete the Session Series Details portion of the Add/Edit Session Series screen (W5), following the prompts. A session series consists of recurring classes across specific dates. For example, for a curriculum that is offered as 12 two-hour long classes, a session series would be created with a class duration of 2 hours that recurs across 12 dates.
- 4 Select Save to add the new session series to nFORM.

Series Name	Workshop	Location	Facilitators	# of Sessions	Start Date	Registration
Q_LB/CI/CI Series for AC/Case	CBE Workshop	Library	Facilitator 1, Facilitator 2	12	1/8/2021	Manage
Q_Love Notes 2.0-Setup	Love Notes 2.0	library		14	2/7/2017	Q View
Q_January 2017	Just Beginning	yunca		24	1/16/2017	Q View
Q_Oct 2016	Love Notes 2.0	545 West Sonora Street		10	12/13/2016	Q View
Q_Nov	Just Beginning	Room 13b		12	12/8/2016	Q View
Q_Jan17	Just Beginning	asdf		12	4/25/2016	Q View
Q_JL Feedback	Just Beginning	Location name		10	3/25/2016	Q View
Q_JL Training	Just Beginning	Location name		10	3/25/2016	Q View
Q_JL Child Interaction	Just Beginning	Location name		10	10/20/15	Q View
Q_Session Test M	Test WS 2.2	Grantee Location 12		4	10/1/2015	Not Required

WS ADD/EDIT Session Series

Required Fields

Workshop Name: --Select workshop--

Registration Required: Yes No Total Hours to be Offered: [input]

Event/Event: [input] Structure: [input]

Type: [input]

Continuation or other group service: [input]

Description: [input]

Session Series Details

Session Series Name: [input]

Agency Providing: --Select agency--

Max # of Clients: [input] No Limit

Location

Location Name: [input]

Street: [input] City: [input]

State: --Select-- Zip: [input] Phone: [input]

Facilitators: 1 (of 5 Facilitators)

Enter Facilitator (One of the staff): [input]

Save Facilitator

Date & Time

of Sessions: [input]

Session Start Date: [input]

Session Start Time: [input] AM/PM

Session End Time: [input] AM/PM

Session Duration: [input] hours and [input] minutes

Repeat Every (Start of the week): Sun Mon Tue Wed Thu Fri Sat

Save Cancel

Tips for Adding Session Series



Give each session series a descriptive and easily recognizable name. For example, a name can be based on when a session is scheduled (“ABC Curriculum June Weekends 2021”). This will help staff identify the series, including in the client profiles, query tool, and operational reports.



Use the Edit Occurrence Details processes described in Module VI of the user manual to create session series with session occurrences that have different start and end times or that occur on different days each week.



Enter a maximum number of clients to limit the number of clients who can be registered in advance for a session series. You may use this feature in combination with requiring advance registration to avoid enrolling more clients than the session can accommodate. If there is no limit on the number of clients, check the No Limit check box.

How to Manage Session Occurrences

All nFORM users can name, reschedule, cancel, and reinstate session occurrences.

- 1 The top of the Sessions screen (W7) has filters for narrowing the list of sessions to specific workshops or series. Use the arrow buttons in the column headers to sort sessions in ascending or descending order.
- 2 Reschedule a session occurrence by selecting the applicable Session Occurrence button on the Sessions table to view the Session Occurrence Details screen (W10). On the Session Occurrence Details screen (W10), enter the new date and time for the rescheduled session occurrence and select Save. Users can also use this process to enter names for individual sessions.
- 3 Click the Cancel button on screen W7 if a session occurrence will not be held and will not be rescheduled.
- 4 After a session occurrence is canceled, a Reinstate button will appear for that occurrence in the table on screen W7. Click the Reinstate button to undo a cancellation.

The image shows two screenshots from the nFORM system. The left screenshot, titled 'Sessions', displays a table of session occurrences with columns for Occurrence, Session Series, Facilitators, Status, Info, and Reschedule. The right screenshot, titled 'W10. Session Occurrence Details', shows a form for editing session details, including Session Series Name, Agency Providing, Max # of Clients, Workshop Total Hours, Current Series Duration, Occurrence Details (Session Name, Session Date, Session Start Time, Session End Time, Session Duration, Location Name, Street, City, State, Zip, Phone), and Enter Facilitator (Facilitator #1, Facilitator #2).

Tips for Managing Session Occurrences



By default, all session occurrences in a session series are assumed to have the same start and end times. If session occurrences start and end at different times, change the start and end times of each occurrence by editing the Occurrence Details on the Session Occurrence Details screen (W10) before or on the date of the session. You can also make this change on the Track Session Attendance screen (W9) if the session date has passed.



Use the edit Occurrence Details described above to add time to a session if the time for a canceled session is made up during another session. For example, if a one-hour session was canceled and the time was made up with a two-hour session.



Naming individual sessions is optional, but it can help make identifying individual sessions easier. Enter names for individual sessions on the Session Occurrence Details screen (W10). For example, you may name a session with the curriculum module covered during the session. The session names will appear in the Series Session Attendance operational reports and the nFORM data export.