

Examine Recruitment and Participation with nFORM

Recruitment and participation are common challenges faced by Healthy Marriage and Responsible Fatherhood programs. nFORM can help programs identify their strengths and challenges by providing information on progress to date. Consider the following common questions and how you can use nFORM's query tool to answer those questions. After reviewing the query tool, use nFORM's operational reports and data export to drill down further on these questions.

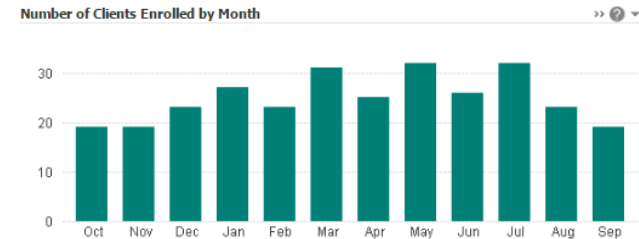
Recruitment Questions

How many clients are enrolling?



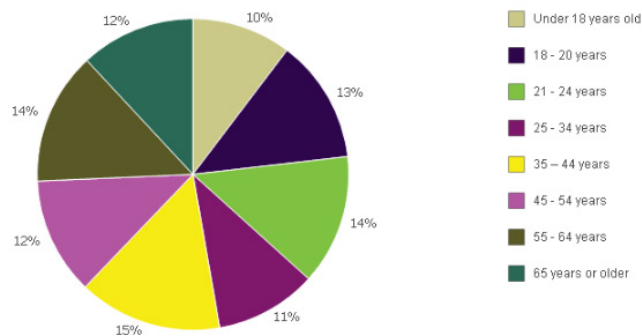
The query tool's **Grant Year Overview tab** shows enrollment to date for the current grant year as a percentage of the grantee's annual enrollment target for each population served. Use this information to see if your program is on track to meeting enrollment targets or whether new recruitment strategies might be needed.

Are there enrollment patterns?



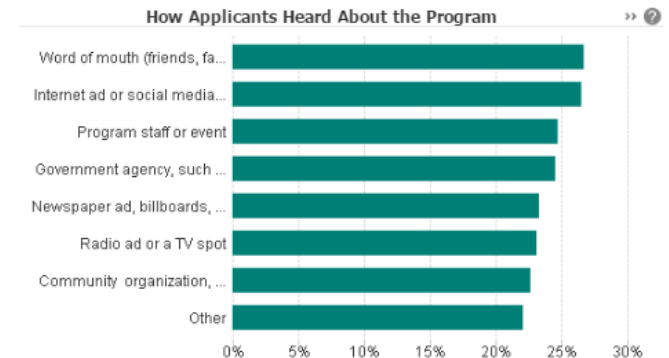
The query tool's **Grant Year Overview tab** shows the number of clients enrolled to date during each month of the grant year. The **Enrollment tab** shows the same information, including previous years' monthly enrollment and enrollment by location. Use this information to plan staffing and program offerings and to refine recruitment strategies.

Who is enrolling?



The query tool's **Applicant Characteristics tab** shows the age, employment status, ethnicity, gender, partner status, and racial makeup of applicants. Compare the characteristics of enrolled clients with the program's intended target population to determine whether you are reaching your target population or should revisit recruitment strategies.

How do clients hear about services?



The query tool's **Enrollment tab** shows how applicants heard about the program and their primary reason for enrolling. Select different dates on the query tool to see whether responses change over time. Use this information, along with what you learn on the **Applicant Characteristics tab**, to plan recruitment activities that better reach your target population.

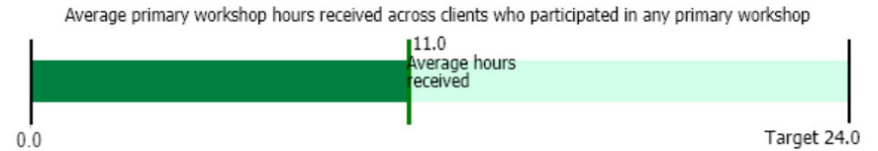
Participation Questions

How many clients begin workshops?



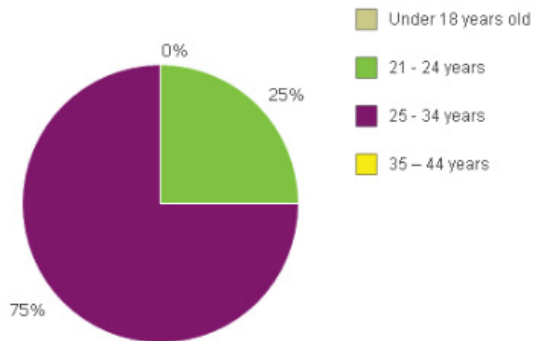
The query tool's **Workshop Participation – Primary Workshops tab** shows the number of clients who have participated in at least one primary workshop and the number who have not participated in any primary workshops. Use this information to see whether clients are engaging in services and whether staff might need to spend more time following up with those who still need to participate in workshops.

How many workshop hours do clients complete?



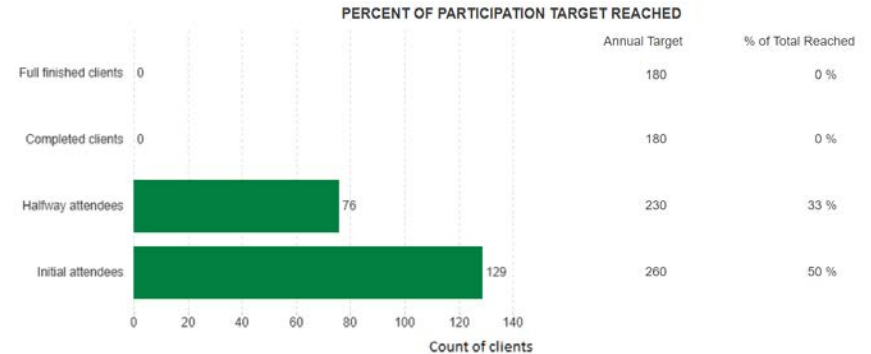
The query tool's **Workshop Participation – Primary Workshops tab** shows the target hours of primary workshops and the average received by clients who attended at least one session. Use this information to see if clients are participating at the intended level. If average participation is low, consider why, and whether new strategies are needed to better engage clients and encourage them to complete make up sessions.

Which clients attend workshops?



The query tool's **Workshop Participation – All Workshops tab** shows the makeup of workshop attendees on key characteristics of the target population, such as age or gender. Compare this information to the **Applicant Characteristics tab** to see whether those who enroll differ from those who attend workshops. If there is a difference, explore why some clients are attending workshops while others are not.

How many clients complete the program?



The query tool's **Workshop Participation – Primary Workshops tab** shows the target number of initial attendees, halfway attendees, completed clients, and fully finished clients and how many clients have reached each benchmark. Use this information to see if the program is on track to meet its participation targets. If clients are dropping out before completion, consider how to keep clients engaged in services.