nFORM 2.0
Information, Family Outcomes, Reporting, and Management

Top 10 Ways Project Directors Can Harness the Power of nFORM

Keeping track of the many moving parts of your program and identifying areas that might need improvement can be challenging. Here are 10 questions project directors can easily answer about their programs by using nFORM's query tool!

1	**How many people enroll, and who are they?**	Use the query tool's **Enrollment Tab** to see how close the program is to meeting annual enrollment targets and how enrollment varies by population, month, and grantee location. Use the query tool's **Applicant Characteristics Tab** to see characteristics of program applicants.
2	**Why are clients enrolling in services?**	Use the query tool's **Enrollment Tab** to learn how applicants heard about your program and the reasons they gave for enrolling in it.
3	**How many clients have completed the entrance and exit surveys?**	Use the query tool's **Grant Year Overview Tab** to see the percentage of clients who have completed, refused, or not yet completed entrance and exit surveys. Look at whether client participation and survey completion align with enrollment trends in the expected ways.
4	**How many clients begin primary workshops?**	Use the query tool's **Workshop Participation – Primary Workshops Tab** to see the number of clients who began participating in primary workshops.
5	**Do the clients in each local evaluation service assignment have similar characteristics?**	Use the query tool's **Applicant Characteristics Tab** to see whether characteristics of treatment and comparison group clients appear to be similar.
6	**What are common client needs and referrals?**	Use the query tool's **Individual Services Tab** to see the most common client needs. This same tab shows the most common referrals program staff have given clients.
7	**What incentives have clients received, and why?**	Use the query tool's **Individual Services Tab** to see the types of incentives staff have given clients; the reasons why they were provided; the number, range, and average amount of incentives; and the number of clients who received incentives.
8	**Is data entry on referrals and workshop attendance up to date?**	Use the Data Quality panel of the query tool's **Grant Year Overview Tab** to see whether staff need to record any referral follow-ups or session attendance.
9	**How is the program progressing toward the participation targets?**	Use the query tool's **Workshop Participation – Primary Workshops Tab** to see progress toward targets for primary workshop hours and for initial attendees, halfway attendees, completed clients, and fully finished clients.
10	**What do clients say about their lives and the program?**	Use the query tool's **Client Outcomes Tab** to see what clients say about their lives at the beginning and end of the program, including responses to questions about their relationship status, employment status, and their ratings of how helpful the program was.

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Instructions on how to use nFORM's data tools and reports are in Module VIII of the nFORM User Manual. You can also reach out to the nFORM help desk with any questions.